



MEDINA
TOWNSHIP

EMPLOYEE PERSONNEL
POLICIES AND PROCEDURES
HANDBOOK

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MEDINA TOWNSHIP, MEDINA COUNTY

INTRODUCTION

These policies apply to all full and part-time employees, except as otherwise stated in negotiated contract agreements. Collective bargaining agreements supersede any rules or regulations that are outlined in this Policy Manual. Any issue or a rule that is not specifically covered under the collective bargaining agreement will revert to the policy manual and will be honored.

Part-time employees are eligible only for those employee benefit programs specifically granted to them by the Board of Trustees.

To answer questions you may have about Medina Township government and personnel procedures, we have prepared this Handbook. Please read it thoroughly and retain it for future reference. It is designed to provide employees information regarding benefits, responsibilities, procedures, and a summary of personnel policies established by the Trustees.

KEEP THIS BOOK HANDY. IT WILL ANSWER MANY OF YOUR
QUESTIONS ABOUT WORKING FOR MEDINA TOWNSHIP.

SUBORDINATION

This handbook is subordinated to and subject to any Federal, State or local law, rule or regulation. In the event of a conflict between such laws, rules or regulations, the affected provisions of this Handbook shall be superseded by such laws, rules or regulations. Individual departments may add additional requirements based upon job duties and responsibilities.

DISCLAIMER

The information contained in the Employee Handbook has been prepared as an aid and guideline to give you a better understanding of your job with Medina Township, and to give you a summary of the wage, benefit and personnel policies and programs. Any past practices which are inconsistent with any term of this Handbook are specifically disavowed.

The benefits, responsibilities, procedures and policies described in this Handbook are subject to change, modification and revision at the sole discretion of the Board of Trustees to meet the needs of the Township and the workforce. The Township reserves the right and authority to administer the business of the township, direct its operations, and promulgate rules and regulations and to otherwise exercise the prerogatives of management. The Trustees will issue notice of any changes, modifications or revisions, and any such notice shall be kept with your copy of this Handbook.

Titles are for reference only and are not part of this policy document. If you have any questions regarding benefits, responsibilities, procedures and/or policies, please ask your supervisor for assistance.

This Handbook does not grant an entitlement or an expectation of employment nor continued employment. This Handbook is not and does not create property interests or a contract, express or implied, guaranteeing employment or employment for any specific duration. All Township employees are and will except as otherwise provided by law, remain employees at-will. Such an employee or the Township may terminate the employment relationship at any time, for any reason, with or without cause or notice.

This Handbook should not be construed as a direct or implied contractual commitment between Medina Township and its employees with respect to the duration of employment, level of compensation, or any other terms or conditions that are part of the employment relationship. The Board of Trustees, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this document at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the Board of Trustees may alter or modify any of the policies in this document. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

The employment policies and benefit summaries found in this Employee Handbook are written for all employees. When questions arise concerning the interpretation of these policies as they relate to employees who are covered by a collective bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this Employee Handbook.

NON-DISCRIMINATION

Equal Opportunity Employer/Americans with Disabilities Act

The Board of Township Trustees shall implement personnel policies in accordance with the letter and spirit of Federal, State, and local laws and regulations prohibiting discrimination on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, gender identify, political affiliation, age, physical or mental disability, or other protected classifications in accordance with State and Federal law, both in the employment and supervision of township employees.

Any employee believing that he or she has suffered from discrimination in contravention of this policy shall file a written notice with their supervisor within thirty (30) days of the event giving rise to such belief. If no action is taken by the supervisor within a reasonable time, the employee shall then file a written notice with the Board of Trustees within a reasonable time after filing with the supervisor. The issue shall be investigated in as confidential fashion as is practical. Where discrimination is found to have occurred, effective action will be taken.

Investigations of Employment Issues

If any employee is asked to participate in an investigation regarding employment complaints or other issues, the employee shall be required to fully cooperate with the investigation. This includes truthfully answering questions, and violation of this policy shall result in discipline up to and including termination for the first offense.

ARTICLE I – PREFACE, AMENDMENT OF RULES, AND OBJECTIVES

1.1 How to Use This Handbook

This handbook for employees of Medina Township serves two purposes:

1. A summary of current personnel policies and practices, benefits, responsibilities and opportunities available to you as an employee; and
2. An official document governing the personnel administration of all employees of the township with references to the Ohio Revised Code and other administrative orders and resolutions.

All employees will be provided a copy of the handbook. Employees are responsible for taking time to review this handbook and be aware of its contents and how it applies.

Employees should keep this handbook in a safe place. From time to time this handbook may be updated. It is the responsibility of the employee to include in the employee's copy of the Handbook any changes received to avoid any misunderstandings.

The statements within this handbook are written in a manner designed to apply generally to all full-time, part-time and/or seasonal employees. Additional references to specific job responsibilities and operating procedures may be contained in a separate "Standard Operating Procedures" document designed for various departments.

If there is a question regarding a written policy, it should be directed in writing to the Medina Township Board of Trustees.

1.2 Purpose

It is the purpose of these Rules and Regulations to implement the provisions of the Ohio Revised Code and Township personnel resolutions by establishing standards and procedures. These regulations are also provided as a guideline to be followed when a situation occurs which is not specifically considered in the Ohio Revised Code, personnel resolutions, or specifically modified by an applicable labor contract. The Board of Trustees reserve all rights authorized them by the Ohio Revised Code for personnel administration.

1.3 Mission Statement

“Medina Township will be an inclusive, thriving and sustainable community committed to maintaining harmony between rural and urban areas and fostering opportunities for current and future generations.”

1.4 Administrative Orders and Bargaining Agreements

Nothing contained in these rules shall prohibit the promulgation of department work rules, standing orders, general orders, or other instructions either oral or written not in conflict with these provisions. This Handbook shall not be construed to create a contract with Township employees. To the extent that contractual obligations otherwise exist, these Personnel Rules and Regulations shall provide details where said documents are silent, but shall not supersede negotiated contract obligations or legal requirements relating to personnel rules and practices.

1.5 Interpretation

These policies are intended to cover most personnel problems and actions that arise. The Board of Trustees shall handle those not specifically covered, in concert with the spirit and letter of this handbook.

1.6 Severability Clause

If sections of these policies and procedures are held invalid, the remaining sections shall not be affected and shall remain in effect.

1.7 Repealer

Any prior resolutions, memorandum, or other written documents in conflict with these policies and procedures are hereby repealed. All oral statements past, present, and future and past practices in conflict with these policies and procedures are invalid.

1.8 Definitions

Active Pay Status - includes time on duty, vacation leave, sick leave, holidays, and other leaves of absence with pay.

Appeal - the response of an employee to the decision made based on a disciplinary action.

Appointing Authority - the person or agency that, based on the Ohio Revised Code, has the authority to employ persons to perform the required duties of the office or agency. Included are the companion authority to dismiss, promote and other normal activities. Unless otherwise stated in this handbook, by agreed contract or by resolution, the appointing authority shall be the Board of Trustees.

Classification - a group of positions that involve similar duties and responsibilities require similar qualifications, and which are properly designated by a common descriptive title indicating the general nature of the work. A class may include only one position in some circumstances.

Collective Bargaining Agreement (CBA) - a labor agreement between an employer and one or more unions. Collective bargaining consists of a process of negotiations between representatives of a union and employers, represented by management in respect to the terms and conditions of employment of employees, such as wages, hours of work, working conditions, and grievance procedures. For Medina Township and certified by the State Employees Relations Board (SERB), the sole and exclusive collective bargaining representative for all full time patrol officers and sergeants is the Ohio Police Benevolent Association (OPBA).

Discipline - an action taken against an employee by the Board of Trustees or by the Board's designated representative, as the result of an employee's lack of adherence to rules and procedures of the organization or deficiency of performance in work-related tasks.

Exempt Employee – An employee who is hired by the Board of Trustees as an exempt employee. An employee who is hired as an exempt employee must meet the tests as defined in the FLSA for both the salary test and the duties test. If both criteria are not met, then the employee cannot be hired as an exempt employee.

Employer - The Board of Trustees or the designee of the Board of Trustees specifically authorized to make policy decisions on their behalf.

Full-Time Employee - an employee whose regular hours of duty for the Township total eighty hours in a pay period.

Grievance- a written action initiated by an employee concerning work rules, policies, or procedures.

Immediate Family - the immediate family of an employee includes family members whose relationship to the employee is current, including the employee's spouse, father, mother, brother, sister, son, daughter, mother-in-law, father-in-law, grandchildren, stepchild or other blood relative for whom an employee may have custodial responsibility.

Non-Exempt Employee – an employee who is entitled, under the FLSA, to time and one-half their “regular rate” of pay for each hour they actually work over the applicable FLSA overtime threshold in the applicable FLSA work period.

Part-Time Employee – an employee whose regular hours of duty for the Township are less than 1,500 hours annually.

Personnel Policies and Procedures - the rules and regulations governing the day to day relationships between employer and employee, and which explain the benefits, rights and responsibilities of the employee as well as the responsibilities and rights of the employer.

Probationary Period - the period of time at the beginning of employment or following a promotion which constitutes a trial period for the employee in order to ascertain his or her

suitability. Medina Township employees shall be on probation for a period of sixty (60) days after starting employment, except for probationary firefighters.

Seasonal or Temporary Employee – an appointment where an employee works a given regular season or period of each year performing some work or activity limited to that season or period for the year. The employee will be required to sign a letter acknowledging their status as a seasonal employee. A seasonal employee is not eligible for any fringe benefits.

Supervisor - an individual who has been authorized by the Board of Trustees to oversee and direct the work of employees.

TFO - Township Fiscal Officer (formerly the Township Clerk).

ARTICLE II – EMPLOYEE RIGHTS/RESPONSIBILITIES RECRUITMENT HIRING

2.1 Posting and Filling of Vacancies

The Board of Trustees may fill vacancies by moving interested qualified existing employees. However, Trustees may at any time determine when they feel it is in the best interest of the Township to extend the pool of applicants for any existing vacancies and give notice of that vacant position by publication in a local newspaper of general circulation, posting in the Township Hall seeking applicants, or when it deems appropriate to offer the position to an individual known to them, or to members of the department in which the vacancy exists, to have the necessary skills and experience to fill the vacancy without advertisement.

This Section does not apply to positions for Department Heads, statutory appointments by the Board of Trustees or positions or services provided by contract. Each supervisor shall notify the Board of Trustees promptly of an actual or projected vacancy. The Board of Trustees will determine if the vacancy is to be filled; whether the position is to be filled as a full-time, part-time or temporary/seasonal position; assure that Township procedures are followed; and determine if the position is funded with appropriations by the Board of Trustees.

The Board of Trustees may prepare a vacancy announcement outlining the essential and nonessential functions, responsibilities, job requirements, job title, location, salary range, and the time, place and manner for making application.

The announcement may be posted by the Board of Trustees on official bulletin boards or other conspicuous places, or may be made known to present employees by such means as it is deemed necessary. Applications from current employees will be accepted and considered unless the announcement of the vacancy specifies otherwise.

Position vacancies may also be the subject of outside recruiting, newspaper advertising or such other means as the Board of Trustees deem reasonable and appropriate to create a pool of applicants from which selection may be made.

2.2 Applications

The Board of Trustees shall develop and maintain a current job application form. All persons desiring employment with Medina Township must complete the application. Applications will only be accepted for current job vacancies or potential vacancies. All applications will be maintained based on the Township's record retention policy. The application of the person selected will be part of his/her personnel file. All applications shall be signed by the person applying, verifying that the information contained therein is true.

2.3 Applicant Evaluation

All applicants will be evaluated based on their education, training, experience, oral interviews and results of any examinations required for the position being filled. For firefighter and police candidates, this will also include a physical and an agility test. The Township reserves the right to require documentation of any asserted education, training, and experience or examination results.

2.4 Equal Opportunity Employment

Medina Township is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates the law. Medina Township promotes equal employment opportunity to qualified persons without regard to race, color, sex, sexual orientation, gender identify, age, religion, national origin, political affiliation, sexual orientation, physical or mental disability, or other protected classifications in accordance with State and Federal law. It is the intent of the Board of Trustees that equal opportunity is provided in employment promotion, wages, benefits, and all other privileges, terms and conditions of employment.

2.5 Disabilities and Reasonable Accommodations

Medina Township endorses the clear mandate of the Americans with Disabilities Act of 1990 (ADA) to remove barriers, which prevent qualified individuals with disabilities from enjoying the same opportunities available to those persons without disabilities. Medina Township will not discriminate against a qualified individual with a disability regarding any aspect of employment including recruitment, application process, hiring, promotion, demotion, layoff recall, transfer, employee compensation, termination any other term and/or condition of employment. Medina Township will provide reasonable accommodations to an otherwise qualified individual who can perform the essential functions of a position as long as the reasonable accommodation does not impose an undue hardship on the Township and the person's disability does not pose a direct threat to the health and/or safety of others in the workplace.

All aspects of Medina Township's policy on disabilities and reasonable accommodations shall be defined and construed consistent with the ADA and the case law and/or regulations promulgated thereunder.

2.6 Selection

An offer of employment shall be made to the applicant determined by the Board of Trustees, to be the best overall qualified candidate for the position.

2.7 Drug Test

As part of a pre-employment procedure all applicants including but not limited to safety sensitive positions must pass pre-employment drug testing prior to being hired.

2.8 Orientation of New Employees

It is the responsibility of Township employees to read the Employee Handbook provided. If an employee has any questions about the information provided to them either in the handbook, or verbally, it is their responsibility to ask their supervisor questions as to resolve any ambiguities which may exist.

2.9 Probation Period

Probation is a period of assessment where both you and the Township determine if you can perform the job satisfactorily.

The probation period for all employees, except firefighters, is set for sixty (60) days and shall be regarded as an integral part of the employment process. It shall be utilized to permit the newly hired employee to become familiar with the job; to permit the supervisor to observe the hiree's work; to permit the most effective adjustment of a hiree to his/her position; and to permit the Township to decide whether the hiree should be retained.

All probationary employees will be trained to the extent practicable by their department prior to being charged with complete job responsibilities. At the completion of the probationary period, the employee shall attain full-time or part-time status as applicable.

Probationers may be removed at any time by the Board of Trustees. Probationers may be dismissed, demoted or disciplined at any time during the probationary period by written notice to the employee by the Board of Trustees.

If it should come to the attention of the Township, either during the probationary period, or thereafter, that an employee was hired based on false credentials, or other intentional deception, said employee will be subject to disciplinary procedures, up to and including immediate dismissal.

A new firefighter with the Medina Township Fire Department will be considered as a probationary firefighter for a minimum of twelve (12) months. Prior to completion of probation, a probationary firefighter must receive Certification as a State Certified Firefighter as outlined in the Ohio Revised Code, as well as complete all required training and performance reviews as required by the Medina Township Fire Department.

Fire officers will serve a probation period as described in their respective job description. Failure to complete the required officer training as required by the Fire Department during the Fire officer probation period will cause the Probation fire officer to give up his/her new rank and be placed back to the rank they were holding prior to promotion.

2.10 At-Will Employment

All employees, other than those protected under the Ohio Revised Code are considered at-will employees of the Township and may be terminated at any time for cause or for no cause.

2.11 Temporary/Seasonal or Part-Time Help

All part-time employees shall have an application, personal data sheet and withholding certificates on file with the Fiscal Officer on or before beginning date of employment.

2.12 Separation from Service

At the time an employee is separated from service with the Township for whatever reason, the following steps must be taken prior to receipt of final pay:

- A. Return to Township any Township property including but not limited to: uniforms, tools, building and office keys, and/or keys to Township offices. A receipt will be placed in the employee file for all property returned.
- B. Provide the Fiscal Officer with the proper forwarding addresses in order to receive W-2 forms and any other pertinent information and further advise the Fiscal Officer as to the type of action desired regarding employee's retirement plan and other benefits.

2.13 References upon Separation

All requests for references for current or previous Township employees shall include only dates of employment and position held, unless otherwise approved and/or determined by the Board of Trustees. **(Added 8/5/10)**

Additional information may be required if by law or as a result of the position being applied for.

2.14 Fire Department Pre-Employment Agreement

The Medina Township Fire Department Pre-Employment Agreement shall be presented to any person requesting to be employed as a Firefighter for Medina Township. **(Adopted 9/26/13)**

ARTICLE III – PAY SCHEDULE

3.1 Payment of Wages

Salaries and compensation will be determined by resolution of the Board of Trustees. Full-time, part-time and seasonal employees will be paid bi-weekly (twenty-six (26) pay periods annually as applicable) The Fiscal Officer is responsible to prepare payroll.

The pay period starts every other Sunday and runs fourteen (14) calendar days. Timesheets will be due every two weeks. Payroll forms must be signed by the employee and approved by the Department Head and the liaison Trustee and certified by the Fiscal Officer. Falsifying time entries is strictly prohibited. If you falsify your own time records, or the time records of co-workers, you will be subject to discipline up to and including termination. Board of Trustees and Fiscal Officer are paid monthly. Zoning Board and Board of Zoning Appeals Members will be paid annually.

Fire Department, Service Department, Police Department, and non-elected Administration Department employees will be paid bi-weekly.

Federal and State laws mandate certain deductions from each employee's pay. This includes but is not limited to OPERS and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your Federal Form W-4 and applicable state withholding form. You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums, retirement plans, spending accounts, or other services. Your deductions will be reflected in your wage statement.

In the event a paycheck is lost or stolen or the Electronic Funds Transfer (EFT) designated account is incorrect, the Fiscal Officer should be notified immediately. The Township is not responsible for stolen or lost checks or incorrect account designations. But the Township will attempt to issue a stop payment or account correction on any stolen check or incorrect account designation. The employee is responsible for the same if the check is lost. If the Township is able to complete the stop payment order, another check will then be issued within a reasonable amount of time. **(Amended 1/2/12)**

3.2 Pay Increases

Pay increases shall be given at the discretion of the Board of Trustees, at the organizational meeting, within the pay scales as set by the Board and are subject to the availability of funds as determined by the Fiscal Officer and the Board of Trustees.

3.3 Overtime

Overtime will be paid to appropriate employees classified as non-exempt according to the Federal Fair Labor Standards Act at a rate of one and one-half times their calculated hourly rate for time worked beyond forty (40) hours per standard work week. NOTE: Overtime under the Fair Labor Standards Act ("FLSA") is defined as time worked in excess of forty (40) hours in a single workweek. Township employees are regularly scheduled for forty (40) hours in a seven (7) day workweek, except for the Road Department when there is a weather emergency that requires snowplowing beyond regular work hours, or other Township emergencies that requires the Road Department to be called on-site after regular work hours. No overtime payment is required unless an employee works in excess of forty (40) hours during the work week. For the purposes of calculating overtime, holidays count as days worked. Sick leave and vacation days do not count as time worked in the computation of overtime with the exception of the Service Department. At the discretion of the Township, certain non-exempt employees may be permitted to take compensatory time-off in lieu of overtime payment. Compensatory time, like overtime, shall be accrued at a rate of one and one-half times the hours actually worked and, for non-safety forces, applies only to hours actually worked in excess of forty (40) in any one work week.

Exempt employees are not eligible for compensatory time or overtime pay, unless special circumstances warrant an exception. The Board of Trustees must approve such exception before the time is worked and is documented and designated as compensatory time. Circumstances, which could warrant an exception, occur when the hours worked are to complete unusual or unusually

demanding tasks. However, under special circumstances, the Board of Trustees may approve compensatory time or overtime to exempt employees at their discretion.

Any overtime must be approved before worked. Any non-exempt employee working more than forty (40) hours in a workweek, without the prior approval of the Liaison Trustee may be subject to discipline up to and including termination.

Overtime, other than emergency call-outs, will be permitted only with the express approval of the appropriate liaison of the Board of Trustees or his/her department head designee.

Full-time service department employees will be paid a minimum of two hours when they are called in after hours and on the weekend.

Service Department comp hours are capped at two-hundred forty (240) hours. At the point that compensatory time exceeds two-hundred forty (240) hours, it must be taken as paid compensation. Accrued compensatory time may be carried through to the next calendar year, not to exceed two-hundred forty (240) hours. Sick time is not to be accrued on overtime hours.

For the Police Department, further information can be found pertaining to comp time in the CBA.

3.4 Weather Emergencies

Employees of those departments or offices, which must provide services during weather emergencies, will be expected to report for duty.

All other employees shall be notified by either their supervisor, the Board of Trustees or by radio/television notification if the Township offices will be closed due to a weather emergency.

3.5 Garnishment/Child Support

A claim may be made against an employee's salary for unpaid debts. This claim is called a garnishment or child support requirement wages and is a court order that requires the Fiscal Officer to make a deduction from the employee's paycheck to pay the debt.

3.6 Cash Advance Policy

It is the policy of Medina Township that no advance in an employee's pay is made, regardless of need. This policy is necessary for the protection of public funds with which the Township is entrusted.

3.7 Longevity Pay

All full-time Township non-bargaining employees shall receive, in addition to their regular compensation, longevity pay. The rate of longevity pay shall be \$100 per year starting on the third anniversary with a maximum longevity pay of \$1,500. Longevity pay shall be paid within thirty (30) days of the employee's qualifying anniversary date.

3.8 Lunch Periods

Full-time employees are permitted a thirty (30) minute unpaid lunch period for each full shift worked as well as two (2) fifteen (15) minute breaks, one in the morning and one in the afternoon.

Notwithstanding, the aforementioned firefighters are permitted a thirty (30) minute paid lunch break when scheduled to work a four (4) hour shift or longer.

3.9 Service Department Employees

Service Department employees who are also employed as firefighters will be permitted to answer fire calls, as approved by the Fire Chief, during regular work hours of 7:00 a.m. to 3:00 p.m. five days per week. They will be paid at Service Department wages. No training or other Fire Department work will be paid at service department wages.

ARTICLE IV – DISCIPLINE

4.1 Standards of Conduct

Every employee in the service of the Township is expected to exhibit good behavior and perform their duties in an efficient and effective manner that displays courteous and respectful treatment of the public and other employees on and off the job.

The steps of corrective disciplinary action may include any of the following for a first offense:

1. Verbal Warning
2. Written Warning
3. Suspension
4. Dismissal

4.2 Examples

The following are examples of infractions which may result in disciplinary action. This listing of infractions is not exhaustive or all inclusive. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

1. Violation of departmental procedures;
2. Abuse of sick leave;
3. Incompetence and/or inefficiency in job performance;
4. Repeated tardiness and/or absence;
5. Unauthorized use of Township equipment and vehicles;
6. Unsafe acts and/or failure to follow safety rules and instructions;
7. Failure to wear and use safety equipment;
8. Conduct unbecoming an employee of public service;
9. Disorderly or immoral conduct while on duty;
10. Offensive conduct or language toward fellow employees, supervisors or the public;
11. Playing pranks and/or horseplay;
12. Failure to report a work-related injury within the proper time period
13. Use of or being under the influence of alcoholic beverages or drugs either illegal or misuse of over the-counter prescription drugs during work hours. *Reporting to work intoxicated or under the influence of drugs;*
14. Reporting to work when on standby in an intoxicated state or under the influence of drugs;

15. Leaving the job during a working shift without obtaining authorization from a supervisor or Trustee unless due to an emergency which is reported to a supervisor or Trustee immediately.
16. Abuse, destruction or waste of Township property, supplies, tools, equipment or the abuse or destruction of property of other employees, unless accidental;
17. Sleeping during working hours;
18. Signing and/or clocking out another employee's time card or altering his/her own time card;
19. Fighting or purposefully attempting to injure another employee;
20. Stealing Township property or the property of another employee;
21. Falsifying an employment application, timecard or work-related injury report;
22. Unexcused absence from work for three (3) consecutive days without reporting to his/her Supervisor;
23. Conviction of criminal offenses, other than a minor traffic offense;
24. Insubordination: refusing a direct order from a supervisor;
25. Failure to return from an authorized leave of absence;
26. Failure to notify the Township of a restriction or suspension of employee's Ohio motor vehicle license on the first working day immediately following the suspension, even if the Court granted work driving privileges;
27. Any violation of this policy manual, and/or any violation of the ethics provisions set forth herein;
28. Using, bringing or allowing friends and/or family members to use or bring alcoholic beverages on or in Township property;
29. Failure of good behavior;
30. Using, bringing or allowing friends and/or family members to use or bring illegal substances on or in Township property at any time;
31. Violation of the Township sexual harassment policy as set forth herein; and
32. Having or carrying a firearm while on Township property, including in a Township or personnel vehicle, except law enforcement officer, in the scope of employment. This does not include weapons that follow the concealed carry laws of the State of Ohio. Unless otherwise authorized by law, no person shall knowingly possess a deadly weapon onto Medina Township property.

4.3 Disciplinary Procedure

The Board of Trustees, as well as Department Heads with Trustee Liaison approval, shall be responsible for the discipline of employees and may issue a corrective disciplinary action to an employee. Discipline may or may not be progressive in nature and shall be applied based upon a combination of factors, including the severity of the offense, history of the employee and past disciplinary actions against the employee.

Documentation of each corrective disciplinary action must be submitted to the Board of Trustees and Township Fiscal Officer.

Each Department Head will attempt to counsel, admonish and command employees when required, as applicable. Counseling should not be construed as disciplinary action. It is meant to be constructive.

Department Heads may issue a corrective disciplinary action to an employee after notifying the Trustee in charge of that department.

4.4 Employee Notification

(A) Written notification shall be given to an employee of all disciplinary action exceeding a verbal warning.

(B) Disciplinary measures that include time off or dismissal must be approved by the Board of Trustees prior to issuance. An employee will be asked to sign an acknowledgment that they have received disciplinary notification. A signature does not indicate agreement with the content of the notification, but merely indicates the employee has received it. In addition, employees have the right to reply to such material in a written statement to be attached to the personnel file copy.

4.5 Police Personnel

Discipline of police personnel shall comply with the Collective Bargaining Agreement and/or with special provisions of the Revised Code as may be provided in the union contract.

ARTICLE V – HOURS OF WORK AND COMPUTATION OF PAY

5.1 Employee Attendance and Hours of Work

Regular attendance during all scheduled hours of work, reporting for work on time and continuing to work to the end of the workday are expected of each employee.

The Medina Township work week shall be from Sunday to Saturday.

If for any reason an employee cannot report for work, he/she should telephone their immediate supervisor or department as far in advance of the starting time as possible. Employees are expected to make such notification prior to beginning of their shift.

Employees or their designated family member are expected to call in their pending absence with a stated reason for the absence and if known the length of time for the absence. If the length of time is unknown, employees or their designated family member are expected to call in their pending absence each scheduled workday.

5.2 Attendance/Absence

The normal workday and work week will be established by the Board of Trustees or their department head designee at their discretion for each department.

Overtime, other than emergency call-outs, (as determined by the police chief and/or departmental designee) will be permitted only with the express prior approval of the appropriate liaison of the Board of Trustees or his/her department head designee

Any modification to the normal workday or work week will be at the sole discretion of the Board of Trustees or their department designee at their direction for each department.

Employees are expected to report to work on time, with all necessary equipment, and properly attired to conduct assigned work. Employees are expected to devote full attention to their duties for the entire work period except during the lunch period and scheduled breaks. If an employee must leave the work area during work hours, prior authorization should be obtained from the supervisor.

Frequent or unexplained absences from work or tardiness in reporting to work will seriously impair the value of the employee's service to the Township and may result in disciplinary action, up to and including termination of employment.

Absence is defined as failure to report for and/or remain at work performing assigned duties during the scheduled period, and includes all time lost from the job whether excused or unexcused, except for authorized use of accrued leave or leave permitted by policy or law including but not limited to jury duty, military service, and leave for death of an immediate family member.

Each supervisor shall be responsible for monitoring attendance of all employees in his/her department or office and shall forward complete attendance records on to the Fiscal Officer. Records of attendance shall be reported to the Fiscal Officer's office on Monday following each pay period. The Fiscal Officer's office will maintain the official calculation of the accrued leave time for each employee. Vacation or other accrued vacation leave shall be computed in units of days or hours depending on the type of calculation. The Fiscal Officer shall maintain a personnel file on each Township employee and shall permit review of such file by the Board of Trustees upon request.

5.3 Required Overtime

Employees are required to work overtime when asked unless unusual or emergency circumstances prohibit their working.

ARTICLE VI– PAID TIME OFF

6.1 Absence from Work

Employees shall not fail to report for duty without the permission of the Department Head. Department Heads shall not fail to report for duty without the permission of the Board of Trustees.

6.2 Special Periods

The Board of Trustees may deny leave requests, unless prohibited by law, during special periods such as an emergency situation, or departmental need.

6.3 Holiday Leave

Except as otherwise provided in a current collective bargaining agreement, the following days shall be observed as holidays by full-time employees of Township: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

When a holiday falls on a Saturday, the preceding Friday is observed. When a holiday falls on a Sunday, the following Monday is observed. Township offices are closed on legal holidays as appointed by the Board of Trustees.

In addition, all full-time employees after one year of service are entitled to one (1) floating holiday per calendar year, with prior approval based on coverage needs, which is to be taken in whole or in two (2) four (4) hour blocks. If unused, the floating holiday will not carry over to the next calendar year.

To be eligible for a paid holiday, the employee must be on active pay status the day before and the day after the holiday.

6.4 Working on a Holiday

When a full time employee is required, by schedule, to work on any of the above holidays, he or she shall receive holiday pay plus regular time except as otherwise provided. Part-time police officers shall be paid for the four premium holidays as outlined in the collective bargaining agreement.

Part-time and temporary/seasonal employees will not be paid for holidays unless they actually work that day and shall then be paid their regular pay for the time they actually work. Part-time Service Department employees will be paid time and a half on approved holidays when called in to work.

Firefighters are to be paid time and a half on approved holidays when on a scheduled shift or when called in for an emergency.

6.5 Holiday During Leave

Full-time employees will not be paid for holidays which occur during a leave of absence or disciplinary action. If a holiday occurs during a period of sick leave, the full-time employee will be regarded as having taken the holiday and will not be charged for sick leave. A holiday occurring while a full-time employee is on vacation will be counted as a holiday and not as a vacation day.

6.6 Religious Holiday

Special holidays of a religious nature may be allowed upon advance request of the individual employee. Requests submitted to the Board of Trustees at least one month in advance will, as much as possible, be authorized. Reasonable effort shall be made by the Board of Trustees to accommodate all requests submitted after that period.

6.7 Vacation Leave

In order to use vacation time, a full-time employee must have completed one year of service with the Township. Vacation accrues on an anniversary year basis. All vacation is earned in the previous calendar year of employment except in the first year. The vacation schedule for full-time employees with continuous service shall be as follows:

Length of Service	Accrual Rate per Year to be taken the following year
< 1 year	80.0 hours (upon completion of one year)
1 year or more	80.0 hours
5 years or more	120.0 hours
10 years or more	160.0 hours

Employees will be credited vacation on the anniversary of the start of their full-time employment. When requesting vacation leave, employees must submit a written request in advance. No full-time employee will be granted accrued vacation leave in advance. Authorization for the use of accrued vacation leave is always subject to the needs of the office or department in which the employee works. The Board of Trustees reserves the right to deny any request for vacation leave.

Vacation hours cannot be used if the combination of hours of regular time, sick time, or vacation time, will create overtime, except for the Road Department personnel in an emergency situation.

Vacation is earned on an annual basis based upon date of hire. No employee shall carry over vacation time from anniversary date. Any employee who fails to use any vacation leave will receive payment at their current rate of pay for all unused leave. Sick leave will not be accrued at the time vacation leave is paid at the end of the anniversary date. The employee will receive this payment as part of the first paycheck for the first full pay period following the anniversary date. No credit is given for partial years of service. Any unused vacation upon separation shall be paid to the employee or be transferred to another agency (if allowed by the new employer), in which case no payment will be made and a certified letter shall be forwarded to the new employer as to the amount of unused vacation time. Vacation time will be paid out for employees upon retirement who have a minimum of ten years of continuous service with the Township.

Authorization for the use of accrued vacation leave is always subject to the needs of the office or department in which the employee works. Acceptable patterns for use of accrued vacation may vary depending on the nature of the work. For example: The Service Department may deny the use of accrued vacation in the bad weather months when the department schedule is more demanding.

All vacation leave shall be approved by the supervisor at least one week (seven (7) days) prior to the day upon which the vacation commences unless in an emergency situation or by prior verbal approval.

Vacation shall be charged at the employee's current rate of pay.

Vacation leave cannot be earned while an employee is on an unpaid leave.

Only full-time service shall count towards length of service for determining vacation leave. Any employee who separates from employment with the Township and is later re-employed shall not have their previous length of service count towards vacation accrual.

6.8 Military Leave

The Board of Trustees shall not refuse to employ nor shall it discharge any person because of membership with the Ohio National Guard, the Ohio Defense Corps, the Ohio Naval Militia, the Armed Services of the United States or their auxiliaries or prevent him or her from performing any military service as he or she may be called upon to perform, by proper authority.

An employee of the Township shall be granted a leave of absence to perform service in the uniformed services with pay for periods up to one month, for each calendar year in which they are performing such service (ORC 5923.05). You must submit documentation of the need for leave to the Board of Trustees.

An employee of the Township shall be granted a leave of absence to be inducted or otherwise enter military duty. If not accepted for such duty, he or she shall be reinstated in his or her position without loss of seniority or reduction in his or her pay rate in accordance with State and Federal law. You must notify the Board of Trustees of your intent to return to employment based on requirements of the law.

When such military service (including National Guard and reserve duty) is carried out at the option of the employee, the Township will grant the employee a military leave of absence without pay in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable State law.

6.9 Civil Leave

An employee shall be given necessary time off without loss of pay when performing jury duty, appearing in court as a witness in answer to a subpoena, in an official capacity in connection with the township or as an expert witness either because of professional or observed knowledge. The employee needs to be on jury duty all day. If they are released early from Jury Duty they are to report back to the Township immediately and report to their supervisor to return to work. An employee must notify his or her supervisor five days prior to jury duty or service date. Any compensation received while on civil leave will be deducted from the employee's pay. If jury pay is higher than that paid by the Township, the employee is permitted to keep the difference. If the employee is on vacation or personal leave, he or she is allowed to keep the pay. The combined time will NOT constitute overtime.

If an employee is involved in court in a personal case either as plaintiff or as defendant in a suit not resulting from their duties with the Township, he or she may be granted leave without pay unless the employee elects to utilize available vacation time.

6.10 Funeral Leave

A full-time employee is entitled to a maximum of three (3) days of funeral leave with pay when there is a death in the immediate family for the purpose of attending the funeral.

Employees may be required to provide written verification, upon returning to work, of the death for which they choose to exercise Funeral Leave.

The immediate family shall include family members whose relationship to the employee is current, including the employee's spouse, father, mother, brother, sister, son, daughter, mother-in-law, father-in-law, grandchildren, grandparents, minor stepchildren or other blood relative for whom an employee may have custodial responsibility.

Arrangements for Funeral Leave are to be made with the employee's immediate supervisor. Funeral Leave pay shall be calculated in the same manner as Sick Leave. If additional time is needed, with approval of the Department Head and based on the particular circumstances of the case, additional time may be taken. Any such additional time granted may be counted as vacation time, sick leave (for the death of the employee's parent, spouse or child) or compensatory time, if available.

6.11 Sick Leave

Sick leave is time for which an employee is compensated at his or her current rate of pay when absent due to illness, injury, a pregnancy-related condition of the employee, exposure to a contagious disease which could be communicated to and jeopardize the health of others or another medically related reason, such as a doctor or dental appointment.

An employee who is ill and unable to work should notify their immediate supervisor by the start of their shift unless an emergency situation prevents such notification.

If an employee is absent, they may be required to supply a physician's statement, which must be submitted to their immediate supervisor, prior to returning to work. Falsification or lack of said documentation when required will be grounds for disciplinary action, including termination.

At the employer's discretion, any Township employee may be required to be examined by a licensed physician chosen by and paid for by Medina Township, prior to their return to work, in order to determine their capability to perform their duties.

Sick leave may also be used when the employee's presence is reasonably necessary to care for a member of their immediate family (spouse, children or parents). Upon request, the employee may be required to provide a doctor's certificate concerning the need for the employee to provide care.

All full-time employees are entitled to earn sick leave with pay. Full-time employees will accrue sick leave at the rate of 4.6 hours for every eighty (80) hours of service. Upon separation from the Township, any unused sick leave may be transferred to another agency if allowed by the receiving agency.

Active full-time employees will accrue sick leave during vacation and sick time. Sick leave cannot be earned while the employee is on unpaid leave. Per Resolution #09072017-013, there shall be no limit on the amount of sick leave an employee may accumulate.

No employee will be granted sick leave in advance of sick leave being earned. Sick leave may not be used to supplement or add to vacation leave, but vacation leave may be used to supplement or add to sick leave.

At the time of retirement from active service with the Township, *but for no other reason*, providing that the employee has completed fifteen (15) or more years of full time and continuous service for Medina Township, the employee may elect, by filing written notice to the Fiscal Officer within thirty (30) days prior to the effective date, to be paid in cash for the value of his/her accrued but unused paid sick leave at the rate of thirty cents on the dollar not to exceed a maximum of 1000 hours. Such payment shall be based upon the employee's current base hourly rate of pay. Such payment shall eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to an employee during his/her lifetime.

Sick leave cannot be earned while the employee is on unpaid leave. Sick time is not accrued on overtime hours worked.

Sick leave may be used only for an employee's personal medical appointment, disability or illness (the illness or disability of the employee's immediate family as addressed in the Family and Medical Leave Act section herein) or to supplement an employee's worker's compensation or receive normal pay.

Nothing in this section shall be construed as to require the Board of Trustees to approve the use of sick leave by an employee when the Board of Trustees is reasonably certain that the employee was not ill or was not absent for the other reasons permitted by this section. Examples of when the Board of Trustees may not approve sick leave are: concerted use of sick leave by an employee singly or in concert with others as a means of withholding services; a chronic abuse of sick leave in an established pattern; or other situations where past history and facts do not substantiate the legitimate use of sick leave. The Board of Trustees may investigate all usage of sick leave and may withhold full payment of said sick leave until the investigation is completed. The Board of Trustees may require the employee to furnish a written, signed statement justifying the use of sick leave. If medical attention is required, a certificate stating the nature of the illness from a licensed physician may also be required.

Should the Board of Trustees determine that an employee has not used sick leave properly, payment may be denied, and discipline imposed. Employees who do not report for work due to sickness, and who have exhausted their sick leave days, may be subject to disciplinary action for being absent without approved leave. The Board of Trustees is authorized to approve leave without pay to employees in this situation where it is determined that such action is in the best interest of Medina Township.

New employees begin accruing sick leave upon their date of hire, but are only eligible to take sick leave after the successful completion of the probationary period of employment. Sick leave does not accumulate while an employee is on suspension or any unpaid leave of absence.

Neither part-time nor temporary/seasonal employees are eligible for sick leave.

6.12 Reasons

Sick leave may be used for absence due to temporary disability caused by illness, injury, pregnancy or for exposure to contagious or communicable disease which may be transmitted to fellow employees. Any such absence shall begin when the temporary disability or exposure shall be so severe as to prohibit an employee from attendance at work and shall cease when an employee is able to return to work. Sick leave may also be used for a family emergency resulting from illness or injury to an employee's spouse, children or other dependents residing in the employee's household or in accordance with the Family and Medical Leave Act. The emergency must require the employee's presence at home or at the health care provider.

6.13 Documentation

An employee absent on sick leave for more than three (3) days may be required to submit a written medical release form from their doctor. A copy of the doctor's certificate should be attached to the employee's time sheet and submitted to the Fiscal Officer. Failure to submit a sick leave claim when requested or as required will result in disciplinary action in accordance with Article IV-Discipline.

6.14 Notice

Employees seeking to use sick leave should call a supervisor two hours prior to their regular starting time if possible. If not possible, employees should notify a supervisor as soon as possible before the starting their shift. Failure to do so may result in the employee being counted as missing which would result in no sick leave benefit being paid and the employee being subjected to disciplinary action.

6.15 Child Care Leave

Leave of absence without pay may be granted at the discretion of the Board of Trustees for the purpose of child care. All requests for leave for purposes of child care shall be considered on a nondiscriminatory basis without regard to the sex of the employee. An adoptive parent's request for leave of absence for the purpose of child care shall be considered of the same basis as that of a biological parent under similar circumstances. Such leave will be limited to six (6) months.

6.16 Leaves of Absence

A reasonable leave of absence may be approved by the Board of Trustees under the following conditions:

- A. Leave of absence is always without pay, unless covered by the Family Medical Leave Act.
- B. Leave of absence may only be granted to regular, full-time employees who have successfully completed their probationary period.
- C. Leave of absence may be granted to part-time employees with the recommendation of the Department Head.

- D. The Board of Trustees at their discretion may pay medical insurance premiums normally paid during the employee's full-time employment.
- E. The request for a leave of absence must be in writing from the employee outlining the reasons for the leave and requested in advance.
- F. Failure to return from a leave of absence at the specified date will be considered as a resignation.
- G. All approved leaves of absence shall be confirmed in writing to the employee by the Chairman of Board of Trustees with a copy to the employee's file.
- H. Vacation and sick leave do not accrue on a leave of absence.
- I. Re-employment, if applicable, should be part, or the condition of, the leave of absence. If not, the employee is subject to the availability of employment at the time of his or her requested return. Employees returning from military service are subject to the Veterans Re-employment Rights Act.

6.17 Unauthorized Leave

Any absence from work which is not detailed in this section of these Personnel Rules and Regulations may be considered an unauthorized absence from duty. Any such unauthorized absence from duty may constitute just cause for disciplinary action.

6.18 Abuse of Leave

Abuse of sick leave or any other leave privilege may be grounds for disciplinary action including but not limited to suspension with or without pay, or dismissal at the discretion of the Medina Township Trustees.

6.19 Temporary and Occupation Leave

The Board of Trustees may approve temporary leaves and/or occupation leaves with pay to permit employees to attend conventions, short training sessions or to observe operations in other governmental units when such attendance and/or observation is deemed beneficial to Medina Township.

6.20 Family and Medical Leave

The Family and Medical Leave Act ("FMLA") provides eligible employees the opportunity to take unpaid, job protected leave for certain specified reasons. The maximum amount of leave an employee may use is either twelve (12) or twenty-six (26) weeks within a twelve (12) month period depending on the reasons for the leave.

Employee Eligibility

To be eligible for FMLA leave, you must:

1. Have worked at least twelve (12) months for Medina Township in the preceding seven (7) years (limited exceptions apply to the seven (7) year requirement);
2. Have worked at least one-thousand two hundred fifty (1,250) hours for Medina Township over the preceding twelve (12) months; and

3. Currently work at a location where there are at least fifty (50) employees within seventy-five (75) miles.

All periods of absence from work due to or necessitated by service in the uniformed services are counted in determining FMLA eligibility.

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

1. Birth of a child, or to care for a newly born child (up to twelve (12) weeks);
2. Placement of a child with the employee for adoption or foster care (up to twelve (12) weeks);
3. To care for an immediate family member (employee's spouse, child, or parent) with a serious health condition (up to twelve (12) weeks);
4. Because of the employee's serious health condition that makes the employee unable to perform the employee's job (up to twelve (12) weeks);
5. To care for a covered service member with a serious injury or illness related to certain types of military service (up to twenty-six (26) week) (see Military-Related FMLA Leave for more details); or,
6. To handle certain qualifying emergencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered activity duty status in the Uniformed Services (up to twelve (12) weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a twelve (12) month period for all reasons combined is twelve (12) weeks, with one exception. For leave to care for a covered service member, the maximum combined leave entitlement is twenty-six (26) weeks, with leaves for all other reasons constituting no more than twelve (12) of those twenty-six (26) weeks.

Definitions

A "Serious Health Condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three (3) full calendar days and two (2) visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

Identifying the Twelve (12) Month Period

The twelve (12) month period in which twelve (12) weeks of leave may be taken the twelve (12) month period measured forward from the date FMLA leave begins. For leave to care for a covered service member, Medina Township calculates the twelve (12) month period beginning on the first

day the eligible employee takes FMLA leave to care for a covered service member and ends twelve (12) months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within twelve (12) months of the birth or placement.

Using Leave

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered service member, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying emergencies. Intermittent leave is permitted for birth of a child, to care for a newly born child or for placement of a child for adoption or foster care if mutually agreed to by Medina Township. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt Medina Township's operations.

Use of Accrued Paid Leave

Employees may be required to use accrued vacation days as part of the twelve (12) week total providing the vacation was NOT pre-approved. If the FMLA leave is taken to cover the employees own serious medical condition, the employee may also be required to use available vacation which is substituted for (but runs concurrent with) unpaid FMLA leave as paid leave unless the vacation was pre-approved prior to the FMLA request. The remainder of the FMLA leave will be granted on an unpaid basis.

Vacation will continue to accrue while an employee is on FMLA leave. This is entirely based on employee start date.

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, Medina Township will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, Medina Township may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

Notice and Medical Certification

When seeking FMLA leave, you are required to provide:

1. Sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions; a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You must also inform Medina Township if the requested leave is for a reason for which FMLA leave was previously taken or certified. If the need for leave is foreseeable, this information must be

provided thirty (30) days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the Medina Township's normal call-in procedures, absent unusual circumstances.

2. Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within fifteen (15) calendar days of Medina Township's request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic recertification may also be required.
3. Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
4. Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. Medina Township will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

Employer Responsibilities

To the extent required by law Medina Township will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, Medina Township will provide him or her with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, Medina Township will provide a reason for the ineligibility. Medina Township will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If Medina Township determines that the leave is not FMLA-protected, Medina Township will notify the employee.

Job Restoration

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Failure to Return after FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the twelve (12) week FMLA entitlement (or in the case of military caregiver leave, the twenty-six (26) week FMLA entitlement) will be subject to Medina Township's standard leave of absence and attendance policies. This may result in termination if you have no other Medina Township provided leave available to you that applies to your continued absence. Likewise, following the

conclusion of your FMLA leave, Medina Township's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

Extended Medical Leave

Eligible employees may apply for extended medical leave if he/she has exhausted all other available leave to which they are entitled and it is determined such leave is appropriate and medically confirmed that they will be able to return to duty, with or without a reasonable accommodation, by an acceptable date in the reasonably foreseeable future. The application and supporting documentation must be timely received by Medina Township. Failure to cooperate or timely submit requested information will result in ineligibility for consideration or cancellation of leave if previously granted. Employees who take such extended medical leave are not guaranteed to be returned to work or reinstated to a particular job, rate of pay, or shift at the end of his/her extended medical leave. However, Medina Township will attempt to return an employee to his/her regular position if it is available. If it is not available at the time reinstatement is sought, Medina Township will attempt to place the employee in a similar job for which he/she is qualified, if such job is available. Employees on extended medical leave may maintain his/her insurance benefits, subject to policy terms and conditions, by paying the applicable COBRA premiums in a timely manner. Employees on extended medical leave do not accrue any additional employee benefits such as paid time off while on extended medical leave.

Other Employment

Medina Township generally prohibits employees from holding other employment. This policy remains in force during all leave of absence including FMLA leave and may result in disciplinary action, up to and including immediate termination of employment.

Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

Employer's Compliance with FMLA and Employee's Enforcement Rights

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. While Medina Township encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of the Fiscal Officer, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

MILITARY-RELATED FMLA LEAVE

FMLA leave may also be available to eligible employees in connection with certain service-related medical and nonmedical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Emergency Leave. Each of these leaves is detailed below.

Definitions

A “covered service member” is either: (1) a current service member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list; or (2) a “covered veteran” who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. A “covered veteran” is an individual who was discharged under conditions other than dishonorable during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. The period between October 28, 2009 and March 8, 2013 is excluded in determining this five (5) year period. The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition.” For current service members, the term “serious injury or illness” means an injury or illness that was incurred by the member in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service, that may render them medically unfit to perform the duties of their office, grade, rank or rating.

For covered veterans, this term means a serious injury or illness that was incurred in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service and manifested itself before or after the individual assumed veteran status, and is: (1) a continuation of a serious injury or illness that was incurred or aggravated when they were a member of the Armed Forces and rendered them unable to perform the duties of their office, grade, rank or rating; (2) a physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of fifty (50) percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; (3) a physical or mental condition that substantially impairs the veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would be so absent treatment; or (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers. “Qualifying Emergencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, parental care, and post-deployment debriefings.

Military Caregiver Leave

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. Military Caregiver Leave is a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12)

month period. To be “eligible” for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered service member. “Next of kin” means the nearest blood relative of the service member, other than the service member’s spouse, parent, son, or daughter, in the following order of priority; blood relatives who have been granted legal custody of the service member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to twenty-six (26) workweeks of Military Caregiver Leave to care for a covered service member in a “single twelve (12) month period.” The “single twelve (12) month period” begins on the first day leave is taken to care for a covered service member and ends twelve (12) months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her twenty-six (26) workweeks of Military Caregiver Leave during this “single twelve (12) month period,” the remainder is forfeited. Military Caregiver Leave applies on a per-injury basis for each service member. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered service member, and/or for each and every serious injury or illness of the same covered service member. A total of no more than twenty-six (26) workweeks of Military Caregiver Leave, however, may be taken within any “single twelve (12) month period,” an eligible employee may take up to sixteen (16) weeks of FMLA leave to care for a covered service member when combined with up to ten (10) weeks of FMLA leave to care for a newborn child. An employee seeking Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Qualifying Emergency Leave

Eligible employees may take unpaid “Qualifying Emergency Leave” to tend to certain “emergencies” arising out of the covered active duty or call to covered active duty status of a “military member” (i.e. the employee’s spouse, son, daughter, or parent). Up to twelve (12) weeks of Qualifying Emergency Leave is available in any twelve (12) month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of twenty-six (26) weeks of leave in a “single twelve (12) month period”). Although Qualifying Emergency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed twelve (12) weeks in any twelve (12) month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy. Persons who can be ordered to active duty include active and retired members of the Regular Armed Forces, certain member of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve. A call to active duty refers to a *Federal* call to active duty, and *State* calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Emergency Leave is available under the following circumstances:

1. Short-notice deployment. To address any issue that arises out of short notice (within seven days or less) of an impending call or order to covered active duty.
2. Military events and related activities. To attend any official military ceremony, program, or event related to covered active duty or call to covered active duty status or to attend certain family support or assistance programs and informational briefings.
3. Childcare and school activities. To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
4. Financial and legal arrangements. To make or update various financial or legal arrangements; or to act as the covered military member's representative before a Federal, State, or local agency in connection with service benefits.
5. Counseling. To attend counseling (by someone other than a health care provider) for the employee, for the military member, or for a child or dependent when necessary as a result of duty under a call or order to covered active duty.
6. Temporary rest and recuperation. To spend time with a military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to fifteen (15) calendar days of leave for each instance of rest and recuperation.
7. Post-deployment activities. To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to ninety (90) days following termination of the military member's active duty status. This also encompasses leave to address issues that arise from the death of a military member while on active duty status.
8. Parental care. To care for the military member's parent who is incapable of self-care. The parent must be the military member's biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under eighteen (18) years of age.
9. Mutually agreed leave. Other events that arise from the military member's duty under a call or order to active duty, provided that Medina Township and the employee agree that such leave shall qualify as an emergency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Emergency Leave may be required to submit appropriate supporting documentation in the form of a copy of the military member's active duty or rest and recuperation orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific emergency, the amount of leave needed and the employee's relationship to the military member, within fifteen (15) days. Qualifying Emergency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Limited Nature of This Policy

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for the FMLA. Medina Township reserves the right

to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

6.21 Requests for Leave Procedure

All leaves require a written request submitted to the Department Head and with the approval of the Board of Trustees prior to leave being taken, with the exception of sick leave or under circumstances, which make prior notice impossible.

The request shall state reasons for taking leave of absence and the beginning and estimated return dates for which such leave is being requested.

Applications for a leave of absence with or without pay with the intent to defraud will result in disciplinary action up to and including discharge.

6.22 Employee Travel; Reimbursement

Employees may be reimbursed for necessary expenses incurred, while attending schools of instruction, institutes, or conventions of a nature relating to their particular employment if and only if pre-approved by the Board of Trustees.

All employees will request written approval of the Liaison Trustee supervising the Department prior to any training or workshop that requires reimbursement, time off during regular work hours, use of Township equipment, and/or where they plan to attend as a Township employee. A request form must be approved, and a purchase order number assigned by the Fiscal Officer for expenses prior to registration. Approved workshops are paid on a reimbursement basis for attendance. Allow ten (10) days for approval and processing of the purchase order.

The reimbursement rates for mileage costs and per day meal rate shall be set annually by the Board of Trustees at their annual Organizational meeting as reflected by the reimbursement request. The documentation shall be the same as the per day rate. In no case shall any alcoholic beverages be reimbursed at any time. The Board of Trustees must approve all training requests that require payment other than wages for the employee.

Receipts for all expenses claimed are to be itemized, signed, dated, and submitted within five (5) days after such expenses are incurred. Otherwise it will not be accepted.

Employees driving their own vehicles on Township business must have a valid driver's license and maintain minimum insurance coverage. Prior to hiring and each subsequent year, employees must show proof of such and copies be retained in the employee's personnel file.

Travel, only if out of county and performed by duly authorized Township employees using a personally owned vehicle in the course of official duties shall be reimbursed at the rate set by the Board of Trustees at the Organizational meeting. An odometer reading, per mile distance, an official highway map, or other approved methods such as computer calculated mileage. Personal vehicle mileage will not be paid when a Township owned vehicle has been issued to an individual or department unless separately approved by the Board of Trustees. An employee or official seeking Township funds or reimbursement of expenses used for travel (such as lodging,

transportation, meals, tuition, registration fees) must seek and obtain approval in writing from his/her supervisor as well as the Board of Trustees, in advance. Upon approval, reimbursement may include the following:

- a. Transportation costs to travel out of county including car rental, toll charges, taxi fare, parking where detailed receipts are provided.
- b. Reasonable hotel bills, meals, and related expenses during the course of official duties.
- c. Although travel in Medina Township vehicles will not be reimbursed on a mileage basis, out of township purchases of gasoline, oil, emergency repair or part replacement may be reimbursed at actual costs.
- d. All mileage and reimbursement claims shall be submitted on approval forms furnished by the Fiscal Officer. All claims must be approved by the employee's supervisor and supported by copies of receipts containing detailed explanations for the expenses claimed.

Lodging expenses incurred while traveling on official Township business shall be reimbursed at a single room rate, including taxes and fees. The employee shall notify the hotel of the fact that such lodging is for a government employee and the employee shall provide the tax-exempt certificate, exempting payment of state sales taxes. Forms may be obtained from the Fiscal Officer.

ARTICLE VII – BENEFITS: OPERS & INSURANCE

7.1 Ohio Public Employee Retirement System (OPERS)

Medina Township complies with all requirements of (OPERS). If you have any questions regarding your retirement plan, please contact OPERS at 1-800-222-7377 or benefitquestions@opers.org.

7.2 Worker's Compensation

All Township employees are protected at Township expense under Ohio Worker's Compensation Program. From this fund, medical expenses are covered for workers who suffer injury or certain kinds of illness in the course of their employment. In addition, if workers are temporarily unable to work as a result of such injury or illness, weekly disability payments are made to them after they complete an initial waiting period of one week (ORC 4123.55).

If you sustain a job-related injury, a report must be filed immediately with your supervisor or the Board of Trustees. Any work-related injury not reported within a maximum of twenty-four (24) hours from the time of injury will not be validated. If you fail to report an accident, benefits or payment of medical charges may be delayed and/or denied. You also must file Worker's Compensation forms with the Fiscal Officer. All questions and/or requests for assistance should be directed to the Fiscal Officer.

7.3 Notification of Injury

When an employee is injured, he or she must notify the immediate supervisor, or the Liaison Trustee responsible for the department, at once. In each case of injury on the job, it is the responsibility of the supervisor or the Board of Trustees to establish the validity of the claim. This includes a determination that the injury was actually sustained in the performance of the employee's duties. Should a supervisor find that the injury did not occur on the job, the facts of the case should be reported to the Board of Trustees in writing. When an employee is injured on the job, a written explanation or "injury investigation report" should be prepared by the employee and his or her immediate supervisor. All required information must be supplied and submitted within five (5) days following the injury. All injuries should be reported at once. Failure to report an injury may preclude approval by the Bureau of Workers' Compensation and can result in disciplinary action against the employee for failure to comply. The Board of Trustees may require the employee to submit to a medical examination, a vocational examination, or a vocational questionnaire (ORC 4123.53 and 4123.65.1).

7.4 Health/Hospitalization/Medical Insurance

A health care plan will be offered to full-time employees, with employees responsible for a percentage rate of the premium for Medical, Dental, and Vision Insurance, approved by the Board of Trustees at their Organizational Meeting. Aflac is available to employees. Employees pay 100% of the premium amount for Aflac benefits.

For a complete description of insurance benefits for full-time employees, please contact the appropriate insurance provider. The Township reserves the right to change providers, modify, suspend, or terminate coverage.

Medina Township full-time employees are eligible for "opt-out" payment in lieu of health insurance in compliance with ORC 505.603 (a) and meeting the requirements of section 125 of the IRS Code of 1986, 100 STAT 2085, 26 U.S.C.A. 125.

Cash payments may not exceed 25% of the cost of premiums or payments that otherwise would be paid by the Board of Trustees for benefits for the full-time employee under an offered policy, contract, or plan. The employee must notify their supervisor, which will be relayed to their Trustee Liaison of any changes in their family size within thirty (30) days of such change occurring, or the change will not be made until the next open enrollment period.

7.5 Uniform Allowances

The Township may furnish uniforms to Township employees as designated by the Board of Trustees. These uniforms and all other items issued by the Township remain the property of the Township and must be returned when the employee leaves the Township's employment.

The employee's final paycheck may be held until all Township property has been returned. The uniform allowance amount shall be set at the Township Trustee's Organizational Meeting, unless otherwise directed through a collective bargaining agreement.

7.6 Training/Education Expenses

The Board of Trustees believes that ongoing education is important for all zoning staff and zoning boards who serve the Township. Being current regarding legal mandates, regulations and creative practices ensure that residents and businesses continue to receive the best services possible.

Therefore, the Board of Trustees strongly encourages zoning staff and zoning board members to attend and participate in continuing educational seminars. Also, the Board of Trustees strongly encourages the sharing of the information with board members who are not able to attend such seminars.

The Board of Trustees understand that zoning board members work, own businesses, and otherwise have busy and fulfilling lives and accordingly have little free time, particularly during working hours. The Board of Trustees greatly appreciates the services and dedication that the zoning staff and zoning board members provides.

However, the Board of Trustees believes that a minimum level of annual training should be attained by all members of the Medina Township Board of Zoning Appeals and Medina Township Zoning Board. As such the Board of Trustees shall mandate, as of January 1, 2010, that each member of the respective Zoning Boards attain six (6) hours of training per calendar year.

To assist in this endeavor, the Board of Trustees agree to pay, with pre-approval, up to twelve (12) hours of training per calendar year per board member with travel, meals and other incidental expenses for related workshops, seminars, training workbooks or other materials related to the responsibility of the position. A meeting stipend will be offered as compensation for every session attended.

It is recommended that all trainings be pre-approved and read into the minutes for tracking purposes. If the Township lacks sufficient funds to reimburse board members or staff for requested trainings, the mandated requirement for that year is waived.

Failure to meet this training requirement may result in termination.

Additionally, it is expected that the Zoning Inspector and the Assistant Zoning Inspector will attain a minimum of twelve (12) hours of job relevant continuing education per calendar year, with pre-approval. If the continuing education program is scheduled above and beyond normal working hours, they will be compensated at their hourly rate. Travel, meals and other incidental expenses, such as training materials and books will be reimbursed with receipts.

ARTICLE VIII – SEPARATION FROM EMPLOYMENT

8.1 Retirement

Please contact your OPERS representative(s) concerning your retirement eligibility and/or requirements.

8.2 Notice of Intent for Retirement

Employees shall file with the Board of Trustees, a notice of their intent to retire. The Notice of Retirement shall be a minimum of sixty (60) days prior to the intended date of separation. Although this notice should include the actual date of retirement, it will not be a formal resignation.

8.3 Disability Retirement

Any employee of Medina Township who desires to apply for disability retirement shall do so in accordance with the rules set forth in ORC 145.35 through the Ohio Public Employees Retirement System. The Ohio Public Employees Retirement Board is the final authority in determining eligibility for disability retirement. As part of determining eligibility, an employee may be required to submit to an examination by a physician.

8.4 Resignation

To resign in good standing an employee must provide at least two (2) full weeks notice of actual work time. Such notice is not provided by the use of accrued vacation or sick leave. Failure to comply with this provision will be entered on the service record of an employee and result in potential denial of future employment with the Township.

A Township employee officially separates his/her employment on the last day he/she works. Accrued leave benefits shall be calculated as of the last working day. If the employee is rehired to another Township position within thirty (30) days of the employee's separation date, the employee shall be deemed to be in continuous employment only for purposes of determining longevity for leave benefits, but the employee shall not accumulate any benefits during the period of separation. Prior to leaving Township employment, the employee should verify that the Township has a correct address on file and complete the appropriate OPERS forms necessary to either receive the employee's deduction or to begin retirement. OPERS refunds will not be issued until at least thirty (30) days after the employee's separation.

8.5 Compulsory Resignation

An employee who without valid reason fails to report to work for three (3) consecutive workdays without authorized leave may be separated from the payroll by order of the Board of Trustees and reported as resigned.

8.6 Loss of Job Requirement

Any employee who is unable to adequately perform the essential duties and responsibilities of his/her position because of loss of a necessary license or other requirement may be reassigned to an alternate position for which they qualify; and which is available or terminated at the discretion of the Board of Trustees.

8.7 Discharge, Involuntary Termination

Discharges or involuntary termination are separations by the Board of Trustees or by the supervisor with the approval of the Board of Trustees, for any reason or for no reason. Notice of the

termination will be in writing and maintained in the employee's personnel file. If the termination is based on a reason, the reason will be noted in the written notice of termination.

A discharge or involuntary termination may occur at any time during the course of employment including, but not limited to, during the probationary period.

When a decision has been made to terminate an employee, the employee will be notified of such decision by a written notice from the supervisor or the Board of Trustees. The notice will provide the employee with notice of a time and place to meet with the supervisor and/or Board of Trustees for a termination meeting at which time the employer will discuss the reasons for the termination. Unless the employee is notified otherwise at the conclusion of the termination meeting, the termination will be effective at the time set forth in the notice.

At the time of the employment termination, arrangements for final paycheck will be made and information regarding insurance coverage and other information relative to employment term will be explained.

Employees must return all Township property, including but not limited to identification cards, keys, and manuals, to their supervisor on or before the employee's last day of work. If said contents are not received within three (3) working days, legal proceedings may be initiated, and the final paycheck will be held until all Medina Township property is returned.

8.8 Death

When an employee dies, his/her final compensation, accumulated annual leave and any other monetary benefits shall be provided to his/her immediate family or his/her estate.

8.9 COBRA

You and/or your covered dependents will have the opportunity to continue medical and/or dental and vision benefits for a period of up to twelve (12) months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental and vision coverage for you and/or your covered dependents would otherwise end due to your death or because:

- a. Your employment involuntarily terminates, for a reason other than gross misconduct; or
- b. Your employment status changes due to a reduction in hours; or
- c. Your child ceases to be a "dependent child" under the terms of the medical and/or dental and vision plan; or
- d. You become divorced or legally separated; or
- e. You are not covered or eligible for coverage under Medicare; or under other group coverage.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within sixty (60) days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact the Fiscal Officer. Information about the COBRA subsidy is also available through the Department of Labor and the Department of Health and Human Services, which, along with the IRS, share responsibility for the COBRA requirements.

ARTICLE IX– PERSONNEL FILES & RECORDS

9.1 Pertinent Information

The Board of Trustees shall create, or cause to be created, a personnel file for each employee of the Township. Such a file shall include the original application and the notice of appointment in addition to other information that may be pertinent. The personnel file will contain all necessary information required by OPERS for retirement benefits (ORC 145.18). The Fiscal Officer will be responsible for maintaining the file.

All medical records shall be maintained in a separate medical file and are not subject to the public records release without appropriate employee authorization and/or may be released only pursuant to Federal and State law.

9.2 Accessing Files

Access to the personnel files shall be in accordance with Federal and Ohio law.

9.3 Updating File

It is the responsibility of the employee to initiate any needed changes. An employee's education, training and experience background information are important factors in the promotion procedure. These items should be reviewed by the employee periodically to be sure they are up-to-date. Also, the employee should notify their supervisor (which will be relayed to their Trustee Liaison) of any changes in marital status or dependents as they may relate to insurance coverage within thirty (30) days of such change occurring, or the change will not be made until the next open enrollment period. Copies of Commercial Driver's License (CDL) are required to be provided for inclusion in the personnel file.

9.4 Current Drivers License Policy

All employees and volunteers, whether they drive Township vehicles, or they drive their own vehicles for Township business, are required to show proof of a current valid driver's license, their motor vehicle records (legal history of driving infractions) and certificates of insurance at the time they are hired, and once a year after they have been employed. Copies of all three documents will be maintained in the employee's personnel file.

If an employee or volunteer's automobile insurance is canceled for any reason or they receive a citation, revocation or there is a change in their license, they are required to inform the Board of Trustees immediately in writing

If any employee or volunteer with Township driving responsibilities acquires more than eight (8) points in a three-year period on their driving record, they must complete a certified defensive driving course at their own expense before resuming Township driving responsibilities.

Employees driving their own vehicles on Township business must maintain at least the minimum required insurance amounts. Currently, the Ohio state law requires minimum Bodily Injury Liability coverage of \$12,500 per injured person up to a total of \$25,000 per accident, and Property Damage Liability coverage with a minimum limit of \$7,500.

ARTICLE X – SPECIFIC RULES AND REGULATIONS

10.1 Character and Workplace Behavior

- A. Each employee shall be held accountable for their personal appearance; friendly, courteous, and helpful attitude toward the public; loyalty to the Township; and willingness to cooperate with their superiors and fellow employees. Improper behavior and/or language is in extremely poor taste and displays an unsatisfactory attitude, which will not be tolerated.
- B. Each employee should be especially careful that they do not engage in gossip, half-truths, or the release of confidential information pertaining to the Township or its operations, employees, customers and residents. The close association of the business and home lives of people in the community makes it necessary that employees use the utmost consideration and good judgment when speaking to others about their work and daily contacts.
- C. Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.
- D. For additional information and assistance with the Ohio Ethics Law, Township officers and employees should contact the Ohio Ethics Commission at (614) 466-7090 or online at www.ethics.ohio.gov.

10.2 Bonds

Township officers and employees are required to post bonds, as required by the Ohio Revised Code, paid by the Township, prior to assuming the duties of their respective positions. The Board of Trustees may increase the bond amount to match the amount of cash handled during one year if they determine that the employee is handling more cash than the approved amounts.

10.3 Political and Religious Tests; Memberships in Organizations

Consideration of political or religious opinions as a test for employment or promotion in any position of Medina Township service shall be prohibited. Medina Township employees will not be required to be members of any organization, unless it is a professional organization and directly connected with employment duties. Medina Township may pay membership fees required by professional organizations and/or licenses as approved by the Board of Trustees.

10.4 Acceptance of Gifts and Gratuities

An employee may not accept gifts, gratuities, or loans from organizations, business concerns, or individuals with whom he/she has official relationships of business with the Township. These limitations are not intended to prohibit employees from accepting articles of negligible value (such as cookies, candy or food items), items to be widely distributed to the general public, nor from accepting social courtesies which promote good public relations. Money items, cash, and gift cards cannot be accepted. It is particularly important that Medina Township employees guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantage, or collusion. The securing of a loan by an employee from a financial institution doing business with the Township does not constitute a conflict of interest.

10.5 Smoke, Drug and Alcohol-Free Workplace

Medina Township will be smoke free in all Township buildings and vehicles.

Medina Township prohibits the manufacturing, distribution, possession and use of alcohol, drugs, controlled substances (except by doctors prescription and instruction), drug paraphernalia or any combination thereof, on any Township premises or work site; including Medina Township vehicles or private vehicles parked on Medina Township's property or work sites. Work site is defined to mean the site for the performance of work done in connection with employment by Medina Township.

Prescription or over-the-counter medications, which alter employee's behavior or ability to perform their duties, must be reported to the employee's supervisor. Any employee taking prescribed or over the counter medication that leaves him or her unable to perform their job responsibilities satisfactorily should request a leave of absence.

- A. It also prohibits the refusal to take properly requested drug tests and all efforts to compromise the integrity or accuracy of its testing program or any failure or refusal to abide by such alcohol and drug abuse policy.
- B. Medina Township is dedicated to providing prudent, effective, safe and economic governmental service to the Township's residents. To accomplish this, it is necessary for the Board of Trustees to hire competent employees, to provide them with the requisite resources in a safe and healthy work environment that permits them to concentrate on the work that needs to be done. The use of alcohol or illegal drugs in the workplace prevents this from happening i.e.; they can impair health and safety, lower productivity and performance quality, promote criminal

activity and generally undermines the public's confidence in organizations where it occurs. The Board of Trustees is determined that this does not happen within the Township and to this end has declared Medina Township a drug-free workplace and adopted this policy. Compliance with this policy is a condition of employment.

Any employee of Medina Township who is convicted of a drug or alcohol related offense must report their conviction to the Board of Trustees within one (1) day of that conviction. The convicted employee will be required to take part in a rehabilitation program that has been approved by the Board of Trustees, such as a program offered through the EAP.

Failure to follow prescribed medical or psychological treatment and/or to improve work performance to an acceptable level will be justification for termination of employment on the same basis as any other employee whose work performance is unsatisfactory.

Medina Township views a violation of this policy as a serious offense that will be investigated. The employee is expected to cooperate with that investigation. Violating this policy or refusing to cooperate in an investigation may result in discipline up to and including termination.

10.5.1 Policy

Employees are expected to maintain the integrity of Township Government, the safety of both Township employees and the public, to provide a drug-free workplace and to maintain efficient operations by ensuring employees at work are in appropriate mental health and physical condition. The manufacture, distribution, possession, or use of a controlled substance unless by doctor's order on Township property or while conducting Township business off Township property is absolutely prohibited. Being under the influence of a controlled substance unless pursuant to doctor's orders or alcohol during normal work hours while performing Township business, on or off Township property, or while in or on Township equipment including Township vehicles is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including immediate termination by the Board of Trustees.

Medina Township recognizes drug and alcohol dependency as an illness and major health problem. Medina Township also recognizes drug and alcohol abuse as a potential health, safety and security problem. Employees needing help with such problems are encouraged to use their health insurance plans, or to seek help from an outside substance abuse treatment center or program. The Medina Township hopes you will make a conscientious effort to seek help if you have a substance abuse problem.

Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug or alcohol status. A report of a conviction must be made within one (1) day after the conviction.

10.5.2 Employee Testing

- A. The Board of Trustees shall require and pay for an alcohol and drug test;
 - 1. For applicants offered positions as a conditional employee with the Township;

2. For an employee who has been absent without leave and there is reasonable suspicion that the individual's absence was caused in whole or part because of the influence of drugs or alcohol;
3. For employees who are involved in an accident or near-miss instances where there is reasonable suspicion that the accident or damage or near-miss was caused in all or in part because the individual was under the influence of drugs or alcohol;
4. For any employee that presents reasonable suspicion of being unfit for duty because of being under the influence of alcohol or drugs; and
5. As a condition of discipline as rehabilitation imposed for violation of this drug policy.

Any positive test will be a violation of this policy.

For the purpose of this policy, an employee transferring from another appointing authority to the Township shall be considered an applicant and tested accordingly.

The Board of Trustees shall designate a medical service provider who shall conduct all alcohol and drug testing for the Township.

- B. The Township reserves the right to implement random testing as authorized by law.
- C. Testing may be done when an employee voluntarily agrees to a testing program.
- D. A supervisor may request an employee submit himself/herself to an examination, including urinalysis and breathalyzer where reasonable suspicion exists that the employee is under the influence of drugs or alcohol, or as part of a legally instituted random drug test program. These examinations will only be requested under an attempt to determine whether an employee has recently consumed and/or is under the influence of alcohol, intoxicants, or non-prescribed drugs, while performing duties as a Township employee. The results of the tests will be released to the Board of Trustees via the Fiscal Officer's office and used in subsequent corrective action.

10.5.3 Refusing an Examination

- A. In the circumstances where the supervisors have a reasonable suspicion of drug or alcohol use or being under the influence of such substances, the employee must be advised prior to requiring an examination that the refusal to submit to an examination will result in immediate termination. Under no circumstances shall the employee being tested be required to waive his/her immunity with respect to the use of the test results or fruits thereof in a criminal prosecution.
- B. Random testing implemented as required by law will be subject to the terms and conditions set out in such requirement of which those employees affected will be given notice.

10.5.4 Transporting the Employee Suspected of Alcohol or Drug Use

If it is determined that an employee should be tested for the presence of drugs or alcohol use, the following procedure should be followed:

- A. Call the facility of the Township's choice. (If unknown, contact the Board of Trustees)
- B. Transport the employee to the facility;
- C. Those who transport the employee shall provide the facility with a duplicate of the Department Head's completed form, and the Consent to Alcohol/Drug Testing and Release of Information form;
- D. The employee to be tested shall sign the Consent to Alcohol/Drug Testing and Release of Information form;
- E. Those who transport the employee shall remain with the employee during the testing procedure; and
- F. Employee shall be transported home after the test.

10.5.5 Test Results

The results of the test will be sent to the Fiscal Officer's office.

10.5.6 Applicant Notification

Applicants for employment with the Township will be notified of this policy but inclusion of the following statement in all vacancy announcements: "Must pass drug test to be hired." Additionally, the applicant selected for an opening must review the policy and sign a Township release for alcohol and drug testing before being appointed.

10.5.7 Confidentiality

Drug test results are confidential information. Consequently, it will only be shared with those members in management and/or their legal representative who have a need to know it unless the information meets the criteria to qualify as a public record subject to disclosure under the Ohio public records law.

Likewise, test results will not be shared with respective employees unless the employee or former employee has provided a written dated authorization to do so. The authorization must comply with Federal and State laws with regards to privacy and must also include a statement releasing the Township from liability for making such a disclosure.

10.5.8 Referring an Employee for Drug Testing

Any supervisor, or employee of the Township who believes there is reasonable suspicion that another employee is under the influence of drugs or alcohol shall immediately call such to the attention of their Department Head and/or The Board of Trustees who shall determine whether there are sufficient grounds to require testing.

The time an employee spends taking a reasonable suspicion drug test required by the Township shall be paid time and at the expense of the Township if not otherwise provided by the Township's medical insurance coverage.

10.5.9 Discipline

Violators of this policy shall be subject to the punishments set forth below:

1. Applicants for new employment shall be removed from further consideration for the positions applied for;
2. Probationary employees shall have their employment terminated; and
3. Non-probationary employees found to:
 - a. Be under the influence of alcohol or drugs at work will be subject to disciplinary action up to and including termination.
 - b. Possess, sell or use illegal drugs on Medina Township property or while performing activities on behalf of the Medina Township, shall be removed from their position immediately and may be terminated from employment.

10.5.10 Counseling

Prior to being asked to take a drug test authorized by this policy, non-probationary employees with a drug or alcohol abuse problem who voluntarily approach the Trustees seeking assistance in treating their problem will be sent for counseling at the employee's cost. Such employees must satisfactorily participate in a counseling program as approved by Trustees. The employee shall authorize the release of weekly progress reports to be submitted to the Trustees and satisfactorily complete the approved program. A follow-up drug or alcoholic testing program may also be required as part of the rehabilitation effort.

Failure to complete the counseling program will result in the termination of the employee's employment with Medina Township.

A positive drug test while on the counseling program will result in the same discipline as outlined in the section 10.5.9

10.6 Harassment

Medina Township is committed to providing a professional work environment that maintains employee equality, dignity, and respect. In keeping with this commitment, the Township strictly prohibits discriminatory practices, including sexual harassment; whether it occurs in the workplace or at outside work sponsored activities.

Harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's race, color, religion, national origin, citizenship, sex, sexual orientation, gender identify, political affiliation, age, physical or mental disability, or other protected classifications in accordance with Federal, State, or local laws.

Harassment will not be tolerated. Any incident of harassment needs to be reported immediately, to a supervisor so investigation can take place.

Medina Township will make every reasonable effort to ensure that all employees are familiar with this policy and are aware that each complaint received by the Township will be investigated and resolved appropriately. It is the Township's policy to encourage the reporting of all perceived incidents of harassment, regardless of the position of the alleged offender. The Township will take steps that are necessary to enforce the policy prohibiting harassment.

Sexual harassment defined: Sexual harassment is illegal under Federal, State and local laws. It is defined by the Equal Employment Opportunity Commission as any unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
3. The conduct has the purpose and effect of unreasonably interfering with the individual's performance or of creating an intimidating, hostile or offensive work environment.

Complaint procedure: Any employee who has a workplace harassment complaint against a supervisor, coworker, visitor or other person, must bring the problem to their supervisor's attention. If you believe that you have been harassed, you must immediately report the incident to your supervisor. If the complaint involves the supervisor, then you should inform any of the Board of Trustees of the complaint. The complaint will be promptly and thoroughly investigated in a professional manner.

If the complainant does not receive a response within seven (7) days from the complaint to the supervisor, they are required to file a complaint with the Board of Trustees.

You will be notified of a decision or the status of the investigation within seven (7) days from the time you report an incident. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a harassment complaint. If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action, including discharge, will also be taken against individuals who make false and/or frivolous accusations, such as those made maliciously and/or recklessly.

Actions taken internally to investigate and resolve harassment complaints shall be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of the person involved. Investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge.

Harassment Policy application and enforcement: This policy applies to all employees including supervisors, volunteers, elected officials and other staff, whether related to conduct engaged in by fellow employees, supervisors, or someone who is not directly related to the Township, such as a vendor, consultant, client, customer, or other office contact. Supervisors shall discuss this policy

with employees and assure them that they are not required to endure any acts of harassment. However, all employees are required to be familiar with the harassment policy.

Medina Township will make every reasonable effort to ensure that all employees are familiar with this policy and are aware that each complaint received by the Township will be investigated and resolved appropriately. It is the Township's policy to encourage the reporting of all perceived incidents of harassment, regardless of the position of the alleged offender. The Township will take steps that are necessary to enforce the policy prohibiting harassment.

10.7 Public Relations - Open Records and Standards of Conduct Act

Medina Township will meet all open records pursuant to law, requirements with requests for information directed to the Board of Trustees. Public Record Requests shall be made available pursuant to the Township's Public Record Policy.

10.8 Use of Township Equipment

The use of Medina Township equipment, uniforms, or supplies for personal business or private use is strictly prohibited. Violators are subject to disciplinary action. Such equipment includes, but is not limited to, office and telecommunications equipment, computers, automobiles, trucks, mowers, tractors, cruisers, tools, uniforms, and supplies.

Only Township employees, trustees or non-employees who required by their business are authorized to ride in any of the Medina Township vehicles, except for emergency situations.

Physical abuse of Township property or equipment will not be tolerated.

Upon approval of the Board of Trustees, Township property or equipment may be used for public purpose to assist public funded entities such as the park system, schools, library, Ohio Department of Transportation or other political subdivisions in specific events or projects.

10.8.1 Use of Communication Devices

The availability of telephones either land line, cellular or other, fax machines, internet, e-mail, and online services (hereinafter referred to as communication devices) is for Township purposes only. The following uses are strictly prohibited:

1. any uses that interfere with normal Medina Township activities;
2. any uses that involve any solicitations;
3. any uses in connection with a business activity either for the individual or for another
4. any use that could possibly bring embarrassment or harm to the Township;
5. any use that involves transmitting, downloading, or printing obscene, pornographic, threatening, or racially, sexually, or religiously harassing materials;
6. any use that involves the distribution or copying of copyrighted or other legally protected materials, which include articles and software, in violation of the copyright laws;
7. any use that would violate the privacy rights of the Township, an employee, or other individual;
8. any use that would involve the transmission of confidential information;

9. any uses that would violate any Federal, State, or local laws;
10. any use unrelated to the business of the Township.

All employees of the Township shall use all reasonable safeguards when using the communication devices to avoid mistaken distribution of information.

All Township employees are hereby put on notice that all internet browsers furnish a trail to trace all site visits on that terminal. Violation of this policy is and any other policy subject to discipline including termination of a first offense.

10.9 Purchasing Policy and the Use of the Credit Card.

SEE APPENDIX V.

Use of Credit Cards: The Board of Trustees find it is a proper public purpose and necessary to efficiently carry on the business of the Township for the use of the Township credit cards by elected officials and authorized employees for the Township purchases, services, conferences and training.

Personal use is strictly prohibited. Abuse of the credit card use includes but is not limited to personal use of the card, charging over and above approved limits as set by the Board of Trustees. Both the Fiscal Officer and Board of Trustees will monitor the bills for any irregularity. Credit card abuse may lead to discipline including termination upon the first abuse occurrence.

SEE THE SEPARATE CREDIT CARD POLICY FOR FULL DETAILS.

10.10 Mail Use Policy

You are required to limit usage of the Medina Township mail service to business purposes only. You may not use the Township address to receive personal mail. The Township postage meter is for authorized users only. Report any suspicious packages or envelopes immediately.

10.11 Safety

Medina Township places the utmost importance on the safety of employees and the residents of the community. Our job is public service. We are essential to the health and wellbeing of the Medina Township Community. In order to fulfill the needs of the Community two things are necessary:

1. We must provide each employee with a safe environment in which to perform their work; and
2. We, as employees, must work safely.

It is the policy of Medina Township to:

1. Make every effort to provide a safe work environment;
2. Provide needed safety equipment to each employee so as to allow them to perform their duties in the safest manner possible;

3. Develop safety rules and regulations, communicate them to employees and ensure enforcement so as to provide a safe working environment; and
4. Train employees in safe work practices.

The following is a list of general safety rules and regulations. Additional safety operating procedures for specific work may be provided in an employee Safety Document.

- A. Learn the right way to do your job. Never hesitate to ask questions about things you do not understand, especially on new jobs.
- B. Use and maintain in safe condition the correct equipment and tools for your work.
- C. Observe the recommended work procedures developed for your job.
- D. Keep your work area in good order. Cluttered floors, aisles, storage, and work areas all make your job more difficult as well as more dangerous.
- E. Always work at a safe speed. Never hurry foolishly, such as running in aisles or down stairs, taking shortcuts through dangerous areas, or trying to speed up by removing machine guards.
- F. Avoid horseplay and practical jokes.
- G. Immediately report any unsafe conditions to your supervisor. Make suggestions when you feel they will improve the safety or performance of an operation.
- H. If you are injured, report promptly for first aid treatment. Even minor cuts and scratches can become infected unless proper care is taken.
- I. Encourage your fellow workers to have a working knowledge of first aid.
- J. Respect moving machinery and equipment, electricity, ice on walks and excavated areas. Never operate equipment with guards removed. Never operate equipment while under the influence of drugs or alcohol.
- K. Wear protective equipment where appropriate.
- L. Maintain alertness and an awareness of your surroundings.
- M. Familiarize yourself with safety rules and regulations.
- N. Participate in safety training; and
- O. Be a good neighbor to your fellow employee.

SAFETY IS A COOPERATIVE EFFORT!

10.12 Standing Orders

The Board of Trustees may from time to time issue "Standing Orders", which will have the same force as if included in these regulations.

10.13 Violence in the Workplace

Medina Township is committed to maintaining a workplace that is free from the threat of violence. Any violent behavior or behavior that creates a climate of violence, hostility, or intimidation will not be tolerated, regardless of its origin. This includes, but is not limited to, management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Any form of violence or threat of violence, actual or perceived, by a Township employee or member of the public that threatens a Township employee or family member must be reported. Violent behavior by an employee, regardless of classification or position, will result in discipline,

up to and including termination. Violence, threats, or intimidation towards employees of the Township will be met with an immediate response, including calling the police or taking legal action.

This policy includes, but is not limited to the following behaviors and situations:

- Violent or threatening physical contact (e.g. fight, pushing, physical intimidation),
- Direct or indirect threats,
- Threatening, abusive, harassing telephone calls or through electronic means
- Possession of a weapon on township property,
- Stalking,
- Violation of a restraining order, order of protection, injunction against harassment, or other court order, and
- Threats of suicide.

Immediately advise your supervisor, the Board of Trustees, or the Fiscal Officer of any known or potential security risks and/or suspicious conduct of employees, customers, vendors, suppliers or people who work on behalf of Medina Township.

10.14 Political Activities

No Medina Township employee may campaign for any political candidate or any issues while on Medina Township time and/or use Medina Township equipment and/or property. A violation of this policy may result in disciplinary action up to and including termination for a first offense. Employees are permitted to put signs on their property, on their own time.

10.15 Social Media/Media Relations

Other than requests for public records, to avoid duplication of work and maintain a consistent response to the media, no Township employee shall make any public statement, including but not exclusive to requests for information, statements and/or interviews without receiving permission from the Trustee in charge of the department and/or their designated representative.

(Amended 8/5/10) (Amended 8/20/10)

From time to time, Medina Township may become involved in news stories or potential or actual legal proceedings of various kinds. Lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact the Township to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should refer the individual to the Board of Trustees or Fiscal Officer for official statements. When it falls under their expertise, it is appropriate for Police and Fire Chiefs to make official statements to the media.

SOCIAL MEDIA

SEE APPENDIX IV.

10.16 Computer Security and Copying of Software

Software programs purchased and provided by Medina Township are to be used only for creating, researching, and processing materials for Medina Township use. By using Township hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Township policies, as well as local, State, and Federal laws and regulations.

All software acquired for or on behalf of Medina Township, or developed by Township employees or contract personnel on behalf of the Township, is and will be deemed Township property. It is the policy of the Board of Trustees to respect all computer software rights and to adhere to the terms of all software licenses to which the Township is a party.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you to both civil and criminal penalties under the United States Copyright Act.

10.17 Voicemail, Email, and Internet Policy

This policy is intended to provide Medina Township employees with the guidelines associated with the use of the Township voicemail/email/internet system (hereafter referred to as “the system”). This policy applies to all employees and any other accessing and/or using the system through onsite or remote terminals.

The system and all data transmitted or received through the system, is the exclusive property of the Township. You should not have any expectation of privacy in any communication over the system. If you are permitted to have access to the system, all equipment and usage will be consistent with this policy.

The Board of Trustees reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. You should not interpret the use of password protection as creating a right or expectation of privacy. To protect everyone involved, no one can have a right or expectation of privacy regarding the receipt, transmission, or storage of data on the Township voicemail/email/internet system.

10.18 Mobile Device Policy (UPDATED FEBRUARY 2020)

SEE APPENDIX I.

APPENDIX I

MOBILE DEVICE POLICY

PURPOSE:

To establish guidelines for the issuance, usage, monitoring, and cost control of Township- owned cellular phones or other mobile devices. This policy establishes guidelines for appropriate use and outlines administrative issues relating to mobile device issuance and accountability.

SCOPE:

This policy applies to all employees and elected officials who are issued a mobile device by Medina Township. The use of minutes applies to any time used that appears on the mobile device's bill. This includes, but is not limited to, phone calls, data downloads, and text messaging.

GENERAL:

Medina Township officials and department heads may issue a mobile device to an employee whenever deemed necessary to facilitate Township business. The Medina Township Board of Trustees has ultimate authority in interpreting and applying this policy.

APPROPRIATE USE OF TOWNSHIP-OWNED MOBILE DEVICES:

It is imperative that mobile devices owned by the Township are used solely to conduct Medina Township business. Personal calls are to be made or received only on an emergency basis.

1. Township-owned mobile devices are the property of Medina Township and must be treated as such. If an employee damages or loses a mobile device, the employee must immediately notify his/her supervisor. The employee may be held personally responsible for the cost of replacement of the device if the Board of Trustees determines that the employee was negligent.
2. No employee is to use a Township-owned device for the purpose of illegal transactions, harassment, or obscene behavior, in accordance with other existing policies.
3. Police personnel are always required to have their mobile devices turned on and must respond to calls in a timely manner.

ACCOUNTING AND AUDIT:

1. All costs associated with mobile devices will be allocated to the appropriate department.
2. Detailed monthly bills will be received by each department head. The department head or designee will assure that each employee receives a copy of his/her detailed monthly billing. Each employee must review and note which minutes, if any, were of a personal nature. The employee must sign his/her copy of the bill. Minutes that were for personal use are to be reimbursed to the Township at the rate of fifteen (15) cents per minute, regardless of whether the pooled minutes have been exhausted. Reimbursement to the Township will be submitted to the Township secretary or Fiscal Officer within thirty (30) days of receipt of the invoice. If an employee has used the device for emergency personal use in excess of one hundred (100) minutes in any billing cycle, a detailed written explanation must accompany the reimbursement.

POLICY NON-COMPLIANCE:

The appropriate department head must notify the Board of Trustees of any breaches of this policy. The Board of Trustees may, at their discretion, revoke the privilege to possess Township-owned mobile devices. The Board may also take disciplinary action including suspension or termination of employment.

APPENDIX II

ACKNOWLEDGEMENT OF RECEIPT OF AUDITOR OF STATE FRAUD-REPORTING SYSTEM INFORMATION

Pursuant to Ohio Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Each new employee has thirty days after beginning employment to confirm receipt of this information.

By signing below you are acknowledging Medina Township provided you information about the fraud-reporting system as described by Section 117.103(A) of the Revised Code, and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Section 124.341 of the Revised Code and the protections you are provided as a classified or unclassified employee if you use the before-mentioned fraud-reporting system.

117.103 Auditor of state's system for reporting fraud.

(A)

(1) The auditor of state shall establish and maintain a system for the reporting of fraud, including misuse and misappropriation of public money, by any public office or public official. The system shall allow Ohio residents and the employees of any public office to make anonymous complaints through a toll-free telephone number, the auditor of state's web site, or the United States mail to the auditor of state's office. The auditor of state shall review all complaints in a timely manner.

(2)

(a) Subject to division (A)(2)(b) of this section, the auditor of state shall keep a log of all complaints filed under this section, which is a public record under section [149.43](#) of the Revised Code. The log shall include the date the complaint was received, a general description of the nature of the complaint, the name of the public office or agency with regard to which the complaint is directed, and a general description of the status of the review by the auditor of state. If section [149.43](#) of the Revised Code or another statute provides for an applicable exemption from the definition of public record for the information recorded on the log, that information may be redacted.

(b) The auditor shall not log a complaint regarding an ongoing criminal investigation, but shall log the complaint not later than thirty days after the investigation is complete.

(B)

(1) A public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office. Each new employee shall confirm receipt of this information within thirty days after beginning employment. The auditor of state shall provide a model form on the auditor of state's web site to be printed and used by new public employees to sign and verify their receipt of information as required by this section. The auditor of state shall confirm, when conducting an audit under section [117.11](#) of the Revised Code, that new employees have been provided information as required by this division.

(2) On May 4, 2012, each public office shall make all its employees aware of the fraud-reporting system required by this section.

(3) Divisions (B)(1) and (2) of this section are satisfied if a public office provides information about the fraud-reporting system and the means of reporting fraud in the employee handbook or manual for the public office. An employee shall sign and verify the employee's receipt of such a handbook or manual.

Amended by 132nd General Assembly File No. TBD, HB 312, §1, eff. 11/2/2018.

Added by 129th General Assembly File No. 73, HB 66, §1, eff. 5/4/2012.

124.341 Violation or misuse - whistleblower protection.

(A) If an employee in the classified or unclassified civil service becomes aware in the course of employment of a violation of state or federal statutes, rules, or regulations or the misuse of public resources, and the employee's supervisor or appointing authority has authority to correct the violation or misuse, the employee may file a written report identifying the violation or misuse with the supervisor or appointing authority. In addition to or instead of filing a written report with the supervisor or appointing authority, the employee may file a written report with the office of internal audit created under section 126.45 of the Revised Code or file a complaint with the auditor of state's fraud-reporting system under section 117.103 of the Revised Code.

If the employee reasonably believes that a violation or misuse of public resources is a criminal offense, the employee, in addition to or instead of filing a written report or complaint with the supervisor, appointing authority, the office of internal audit, or the auditor of state's fraud-reporting system, may report it to a prosecuting attorney, director of law, village solicitor, or similar chief legal officer of a municipal corporation, to a peace officer, as defined in section 2935.01 of the Revised Code, or, if the violation or misuse of public resources is within the jurisdiction of the inspector general, to the inspector general in accordance with section 121.46 of the Revised Code. In addition to that report, if the employee reasonably believes the violation or misuse is also a violation of Chapter 102., section 2921.42, or section 2921.43 of the Revised Code, the employee may report it to the appropriate ethics commission.

(B) Except as otherwise provided in division (C) of this section, no officer or employee in the classified or unclassified civil service shall take any disciplinary action against an employee in the classified or unclassified civil service for making any report or filing a complaint as authorized by division (A) of this section, including, without limitation, doing any of the following:

- (1) Removing or suspending the employee from employment;
- (2) Withholding from the employee salary increases or employee benefits to which the employee is otherwise entitled;
- (3) Transferring or reassigning the employee;
- (4) Denying the employee promotion that otherwise would have been received;
- (5) Reducing the employee in pay or position.

(C) An employee in the classified or unclassified civil service shall make a reasonable effort to determine the accuracy of any information reported under division (A) of this section. The employee is subject to disciplinary action, including suspension or removal, as determined by the employee's appointing authority, for purposely, knowingly, or recklessly reporting false information under division (A) of this section.

(D) If an appointing authority takes any disciplinary or retaliatory action against a classified or unclassified employee as a result of the employee's having filed a report or complaint under division (A) of this section, the employee's sole and exclusive remedy, notwithstanding any other provision of law, is to file an appeal with the state personnel board of review within thirty days after receiving actual notice of the appointing

authority's action. If the employee files such an appeal, the board shall immediately notify the employee's appointing authority and shall hear the appeal. The board may affirm or disaffirm the action of the appointing authority or may issue any other order as is appropriate. The order of the board is appealable in accordance with Chapter 119. of the Revised Code.

(E) As used in this section:

(1) "Purposely," "knowingly," and "recklessly" have the same meanings as in section 2901.22 of the Revised Code.

(2) "Appropriate ethics commission" has the same meaning as in section 102.01 of the Revised Code.

(3) "Inspector general" means the inspector general appointed under section 121.48 of the Revised Code.

Amended by 130th General Assembly File No. 25, HB 59, §101.01, eff. 9/29/2013.

Amended by 129th General Assembly File No. 73, HB 66, §1, eff. 5/4/2012.

Effective Date: 10-31-1990; 07-01-2007; 2007 HB166 02-14-2008.

APPENDIX III

GRANTS POLICY

Medina Township encourages its employees to seek external funding to support projects and activities that will support and enrich our community. If an employee believes that a grant application is appropriate for a specific source of funding, the employee must present a finalized grant application or proposal to the Trustees prior to the application or proposal being submitted to the funding source for consideration. The application or proposal may only be submitted to the proposed funding source after approval by a majority of the Trustees.

Employees must take reasonable steps to ensure that applying for a given grant will not constitute an impropriety or conflict of interest for them or for Medina Township. Such situations include, but are not limited to areas of personal, financial gain for the applicant or circumstances that might appear to compromise the Township's reputation.

APPENDIX IV

SOCIAL MEDIA POLICY

I. Purpose & Mission of Medina Township's Social Media Presence.

Medina Township (MT) primarily utilizes social media to inform residents about pertinent meetings, scheduled events, and meeting changes. We also use it to share information about Medina area events, messages from neighboring agencies, local emergency information, and severe weather updates, when possible. The overall tone and spirit of our social media accounts are to reach and inform our residents in a positive way, to help our residents feel a sense of connection to their local government, and to maintain an overall sense of community within the township.

II. Description of current social media activities.

MT currently maintains five (5) official social media accounts:

A. Facebook (MT-FB)

MT has a FB page, named Medina Township. The Trustees have designated employees to have "Admin" access for monitoring the FB page. Admins on the FB page are required to interact with the public in a respectful and friendly manner, and are asked to refer the public to the "About" section of the page when the public questions our FB page policies. Policies are to be reviewed by "Admins" regularly and updated as needed. In the case of employee separation, the employee who possesses the logins for MT-FB page must relinquish their access and control of the MT-FB page to the appropriate supervisors, who will then confer with the trustees to appoint a new administrator.

B. YouTube (MT-YT)

MT has a YouTube Channel, named Medina Township. This account was created by an administrative assistant, and is connected to a township email. The employee shall serve as the administrator responsible for administrative functions pertaining to the MT-YT channel. The Trustees have designated secondary administrative employees who will serve in the administrative function in the event the employee is unable to fulfill his/her responsibilities. In the case of employee separation, the employee who possesses the logins for MT-YT page must relinquish their access and control of the MT-YT page to the appropriate supervisors, who will then confer with the trustees to appoint a new administrator.

YouTube will primarily be used as a platform to directly "Live-Stream" MT's regular meetings. The intent is to make MT meetings accessible to those who cannot attend meetings in person.

MT-YT Live Streaming and/or video recording will be a continuous recording of each meeting's proceedings, including the "blank" time that occurs when Trustees enter an executive session, recess, or break of any kind. The only instance where interruptions may occur would be during technical difficulties. Employees and residents are advised that their voices and the image of their physical presence may be recorded, broadcast, stored, and archived on the YouTube platform, and any other online platform to which the meetings are shared publicly.

The MT-YT channel videos/live stream content is considered to be a secondary record, and is NOT intended to replace the traditional methods of recording meeting proceedings. The traditional methods include an open public setting, official note-taking, and an officially accepted recording device. These traditional procedures are currently in place at Medina Township Hall, and will continue to be considered the primary record.

- C. MTPD Facebook (MTPD-FB):** The Medina Township Police Department has a Facebook account named Medina Township Police Dept. This account and its content are overseen by the Sergeants and the Chief of Police. The Sergeants and Chief of Police may designate secondary employees to assist with running the page. MTPD-FB shall abide by all **general** social media guidelines put forth in the balance of this policy, unless otherwise noted.
- D. MTPD Next Door (MTPD-ND):** The Medina Township Police Department has a Next Door account. This account and its content are overseen by the Sergeants and the Chief of Police. The Sergeants and Chief of Police may designate secondary employees to assist with running the page. MTPD-ND shall abide by all **general** social media guidelines put forth in the balance of this policy, unless otherwise noted.
- E. MTPD Twitter (MTPD-TW):** The Medina Township Police Department has a Twitter account. This account and its contents are overseen by a Sergeant. Its only current purpose is to copy the content that is posted to the Nextdoor account, to make it even more easily accessible by the public using this additional platform. MTPD-TW shall abide by all **general** social media guidelines put forth in the balance of this policy, unless otherwise noted.

III. Employee Access.

Authorized employees may be given access to the existing social media accounts as administrators or "Admins" as authorized by the Trustees according to this policy. Under no circumstance should any township employee or office share the login information of township accounts to non-MT employees, unless given written permission by all three (3) current trustees. New and additional social media accounts MAY NOT be created to represent Medina Township without prior written discussion and approval from the Board of Trustees. Subsequent social

media accounts and their individual regulations will be added to this policy during the approval and creation process. Certain accounts require different types of logins or access, and those can be handled on a case-by-case basis. All employees are required to relinquish their control of MT social media accounts upon separation from the township. All passwords for employee work-related accounts should be stored in secure way, but easily accessible to the employee if a supervisor/Trustee needs to access an account that only has one login.

IV. Employee Social Media Activity.

MT employees shall abide by the following when using social media:

- A. MT employees are free to express themselves as private citizens on social media but are cautioned to watch that their speech does not impair working relationships in the Township for which confidentiality is important; does not impede the performance of duties or MT operations; does not impair discipline and harmony among co-workers; or does not negatively affect public perception of MT. Such actions could lead to disciplinary action.
- B. As public employees, MT employees are cautioned that speech **on social media**, both on- or off-duty, made pursuant to their official duties or that relates to the employee's professional duties and responsibilities, is not protected speech under the First Amendment and may form the basis for discipline, up to and including termination, if deemed detrimental to MT. MT employees should assume that their speech and related activity on social media sites will reflect upon their work in a position of public trust and MT generally.
- C. MT employees shall not post, transmit, or otherwise disseminate any information, including photos, documents, etc., to which they have access as a result of their employment without prior authorization.
- D. MT employees are not to engage in social media *at all* while on-duty during working time unless specifically authorized to do so as a part of their job responsibilities.
- E. In light of the foregoing, MT employees are cautioned not to do the following on social media:
 - a. Make any representation that the employee officially represents MT, unless he/she is assigned to do so;
 - b. Make any disclosure of confidential information;
 - c. Engage in any other activity detrimental to MT or its respective operations, goals, and purpose.

Please keep in mind that these prohibitions apply regardless of whether the social media activity is done with the author's identifying personal information, under a pseudonym, or anonymously. Likewise, intentional or reckless actions by MT employees resulting in third party social media activity that would have been violative of these guidelines if the author were a MT employee are similarly subject to this policy.

- F. When using social media, MT employees should be mindful that their speech becomes part of the worldwide electronic domain, even in the event that the author attempts to delete content after the fact. Therefore, MT employees should be mindful of, and are subject to discipline based upon, the standards imposed by applicable codes of conduct when engaging in any social media which could be construed as reflecting poorly on MT employees or MT.

In particular, MT employees should be aware of the standards created by applicable codes of conduct with regard to the following:

- a. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, gender, any religion, or any protected class of individuals; and
 - b. Speech involving themselves or other MT employees reflecting behavior that would reasonably be considered reckless or irresponsible.
- G. MT employees may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements that could be construed as representing the official views or positions of MT; or publish materials that could reasonably be considered to represent the views or positions of the MT without approval from the Trustees. When it falls under their expertise, it is appropriate for Police and Fire Chiefs to make official statements to the media.
- H. MT employees should be further aware that they may be subject to civil litigation for:
- a. Publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
 - b. Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
 - c. Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or

- d. Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
- I. Infractions or abuse of township social media accounts or this policy are subject to the township discipline policy as stated in the MT Employee Handbook.
- J. MT employees should be aware that privacy settings and terms of usage at social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected or private. MT employees should not use MT-provided e-mail addresses to register with any site or online service unless specifically authorized to do so.
- K. MT employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by MT at any time without prior notice.
- L. MT employees should also have no expectation of privacy as to social media activity conducted on MT electronic devices, including, without limitation, MT-provided smart phones, any MT-provided computers, or any MT-affiliated website.

MT & MTPD-FB Facebook Social Media Policy Guidelines For The Public User

Welcome to the Medina Township (MT) and/or the Medina Township Police Department (MTPD-FB) Facebook Page! Please click LIKE to follow us and stay up-to-date on what's happening in and around our beautiful community!

Our social media policies are ever-developing. Below are the current guidelines for use of this page, which are always subject to change:

- 1) Medina Township and/or MTPD employees monitor this page, when possible, during DAYTIME hours on WEEKDAYS only, unless an emergency exists or we find it necessary to interact after hours. Monitoring is done intermittently and is not continuous during every moment of the day. If a problem arises on this page, one of our admins will correct it as soon as possible during regular business hours.
- 2) Please contact our staff and/or trustees directly if you have an inquiry or concern. This page is NOT intended to be a direct contact method between our officials/employees and our residents. In other words, if you have a question or concern, call or email us! All department contact information is located on our websites: Town Hall: www.medinatownship.com or Police_Department: mtpd.medinatownship.com.
- 3) Keep in mind that all comments and interactions that occur on, or in connection with, the MT and/or MTPD Facebook pages are considered to be public record, including deleted/hidden comments and interactions. Most web-based social media records can be obtained by simply visiting the page to view the record. Please note that it would be physically impossible for Medina Township to separately archive every single interaction that occurs on Facebook or the internet. In case of the need for extensive records, deleted comments, or more complicated social media records requests, the entity requesting the records must contact the social media platform itself in accordance with that specific platform's user agreement and records request policies. Contact Facebook directly for any in-depth Facebook records requests. Social media platforms, such as Facebook, frequently change their methods of archiving, storing, or deleting content, and Medina Township and/or MTPD has no power over the changes administered by Facebook directly.
- 4) Inappropriate conduct on our page will be not tolerated, and is subject to the reporting process as outlined in the Facebook user agreement, and further action if needed. The admins on this page, including current trustees and staff, have the authority to determine if any conduct is inappropriate for our audience, and reserves the right to hide or delete content that is deemed inappropriate for this page. This policy applies to both employees AND

Facebook users who interact on the Medina Township Facebook page. Inappropriate conduct and/or content includes, but is not limited to:

- Unauthorized displaying of confidential or private information
- Unauthorized use of copyrighted information
- Vulgar Content
- Sexual Content
- Violent Content
- Encouragement of illegal acts
- Threats of immediate bodily harm
- Promotion of commercial products/services
- Targeted, disparaging content aimed at any ethnic, racial, or religious group
- Political campaigning or campaign views
- Spam/Irrelevant content/clearly off-topic content
- Confidential Information (e.g. Social Security numbers)

MT and/or MTPD has the sole right to determine what constitutes “inappropriate conduct and/or content” and will exercise that right in a uniform, unbiased manner.

Please Note: The contents of the Facebook comment section on this page do not reflect the official opinions, positions, or views of Medina Township government or its officials in any way. Let's work together to interact in a kind, respectful way and enjoy our township! We appreciate our residents and we're always here to help.

Respectfully, -Medina Township and/or MTPD-FB Admins-

MT YouTube Social Media Policy Guidelines For The Public User

Welcome to the Medina Township YouTube Channel! Please click “subscribe” to follow us on YouTube. We intend to regularly post the link to our channel via the Medina Township Facebook page, as well as on our website, to make our residents aware of the ability to view our regular and special meetings via YouTube LiveStream. We believe that our live stream will be a positive addition to our previous social media accounts.

Our social media policies are ever-developing. We ask for your patience as we begin the process of building content for our channel. Below are the current guidelines for use of this YouTube channel, which are subject to change:

1. Medina Township employees monitor this channel, when possible, during DAYTIME hours on WEEKDAYS only, unless an emergency exists or we find it necessary to interact with our followers after hours. Monitoring is done intermittently and is not continuous during every moment of the day. If a problem arises on the page, one of our admins will correct it as soon as possible, during business hours.
2. Please contact our staff and/or trustees directly if you have an inquiry or concern. This channel is NOT intended to be a direct contact method between Township officials and employees and our residents. In other words, if you have a question or concern, call or email us! All department contact information is located on our website: www.medinatownship.com
3. Keep in mind that all comments and interactions that occur on, or in connection with, the Medina Township YouTube channel are considered to be public record, including deleted/hidden comments and interactions. Most web-based social media records can be obtained by simply visiting this channel to view the record. One of the best features of YouTube is that it makes it possible to archive past live-stream sessions and other videos that have been posted by the township to the channel. Please note that it would be physically impossible for Medina Township to separately archive every single interaction that occurs on YouTube or the internet. In case of the need for extensive records, deleted comments, or more complicated social media records requests, the entity requesting the records must contact the social media platform itself in accordance with that specific platform's user agreement and records request policies. Contact YouTube directly for any in-depth YouTube records requests. Social media platforms, such as YouTube, frequently change their methods of archiving, storing, or deleting content, and Medina Township has no power over the changes administered by YouTube directly.
4. Inappropriate conduct on our channel will be not tolerated, and is subject to the reporting process as outlined in the YouTube user agreement, and further action if needed. The

admins on this channel have the authority to determine if any conduct is inappropriate for our audience, and reserves the right to hide or delete content that is deemed inappropriate for this page. This policy applies to both employees AND YouTube users who interact on the Medina Township YouTube channel. Inappropriate conduct and/or content includes, but is not limited to:

- Unauthorized displaying of confidential or private information
- Unauthorized use of copyrighted information
- Vulgar Content
- Sexual Content
- Violent Content
- Encouragement of illegal acts
- Threats of immediate bodily harm
- Promotion of commercial products/services
- Targeted, disparaging content aimed at any ethnic, racial, or religious group
- Political campaigning or campaign views
- Spam/Irrelevant content/clearly off-topic content
- Confidential information (e.g. Social Security numbers)

Medina Township has the sole right to determine what constitutes “inappropriate conduct and/or content” and will exercise that right in a uniform, unbiased manner.

5. Our Live Streaming and/or video recording will be a continuous recording of each meeting’s proceedings, including the “blank” time that occurs when Trustees enter an executive session, recess, or break of any kind. The only instance where interruptions may occur would be during technical difficulties. Employees, residents, and the public are advised that their voices and the image of their physical presence is subject to being recorded. These recordings are subject to being stored and archived on the YouTube platform, and any other online platform to which they are shared publicly.
6. **Please Note:** The contents of the YouTube comment section on this page do not reflect the official opinions, positions, or views of Medina Township government or its officials in any way.

Important Note: The Medina Township YouTube channel videos/live stream content is considered to be a secondary record, and is NOT intended to replace the traditional methods of recording meeting proceedings. The traditional methods include an open public setting, official note-taking, and an officially accepted recording device. These traditional procedures are currently in place at Medina Township Hall, and will continue to be considered the primary record. Our residents and the public are still encouraged to request and refer to our primary records, while also being able to access web-based records, as found on YouTube and Facebook.

Let's work together to interact in a kind, respectful way and enjoy our township! We appreciate our residents and we're always here to help.

Respectfully, -Medina Township YouTube Admins

APPENDIX V

PURCHASING POLICY

The Medina Township Board of Trustees sets a \$1,000 limit for the purchase of products or services on behalf of the Township without prior approval.

Purchases greater than **\$1,000** but less than **\$2,500** will require prior approval with a purchase order requisition. The department head will complete and sign a requisition form and submit it to the Fiscal Officer. The Fiscal Officer will then issue a purchase order and return a signed copy to the department head.

Purchases greater than **\$2,500** must have the prior approval of the Medina Township Board of Trustees. A requisition for purchases greater than **\$2,500** will be submitted to the Fiscal Officer who will present it for the Trustees' approval at their next scheduled meeting.

For repairs that arise from an **EMERGENCY SITUATION**, department heads may authorize the repair with the signature of the Trustee Liaison on a requisition form. Any emergency repairs that have been so authorized will subsequently be presented for approval to the Board of Trustees at their next scheduled meeting.

Requisition forms are not required for the following expenses, regardless of the amount: utilities, gasoline and diesel fuel, road salt and LST services.

The ability to make purchases against a blanket certificate will expire at the end of the fiscal year (December 31) with the authority to make payments against it legally continuing until all outstanding commitments have been paid.

ADOPTED JULY 12, 2007

EMPLOYEE: PLEASE SIGN AND DATE AND RETAIN THIS FORM FOR YOUR REFERENCE.

ACKNOWLEDGEMENT OF RECEIPT OF THE MEDINA TOWNSHIP EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the Medina Township Employee Handbook and Appendices I through V (“Handbook”). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of Medina Township that may not be included in this Handbook.

I also understand that the purpose of this Handbook is to inform me of Medina Township’s policies and procedures, and it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any Township employee. I also understand that the Township has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

Signature

Date

Print Full Name

EMPLOYEE: PLEASE SIGN AND DATE AND RETURN THIS FORM TO TOWN HALL

ACKNOWLEDGEMENT OF RECEIPT OF THE MEDINA TOWNSHIP EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the Medina Township Employee Handbook and Appendices I through V (“Handbook”). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of Medina Township that may not be included in this Handbook.

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Signature

Date

Print Full Name

REVISED 07/15/2020